**Emergency Management Volunteer Scholarships - Expense Reimbursement Form**

**Return this form and associated invoices to:**

EM Volunteer Scholarships

Australian Institute for Disaster Resilience

Level 1, 340 Albert Street

East Melbourne VIC 3002

**Questions should be directed to:**

scholarships@aidr.org.au

|  |  |
| --- | --- |
| **Given Name** |  |
| **Family Name** |  |
| **Phone** |  |
| **Email** |  |

|  |  |  |
| --- | --- | --- |
| **Date of Invoice** | **Details of Expense (e.g., unit code and title)** | **Amount** |
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| I declare that the above expenses were incurred by me for approved study under the **Emergency Management Volunteer Scholarship Program.** | |
| **Signature:** |  |
| **Print Name:** |  |
| **Date** |  |

**OFFICE USE ONLY**

Approved by:

Date:

**Notes about receiving payment:**

1. AIDR will only pay:

* The scholarship recipient who has verified their true-identity, and
* for the course, provider and/or units that were provided (or as otherwise agreed); and
* upon successful completion of those individual units or course; and
* upon presentation of proof that an expense was incurred within the study period (a tax invoice), and up to a maximum of the agreed amount.

1. The proof that the expense has occurred must be sent in the mail to AIDR, and must be an original receipt. It is your responsibility to keep a copy of that receipt before mailing it to us.
2. **VERY IMPORTANT**: The final expense we will reimburse for Round Five study **must** be received on or before the 20 December 2019