



Relocation allowance (RA) for allocation to Rural Clinical School Campuses for Phase 2 or Phase 3 in Medicine

Reimbursement for relocation expenses

Updated 8 February 2018

Information for students

- The Relocation Allowance (RA) is available to all non-international students who spend extended periods (at least one year) in Phase 2 or 3 in the Rural Clinical School Campuses. International students are not allocated to Rural Clinical School Campuses (RCSCs) for extended periods of time.
- When a student is allocated to a RCSC for either Phase 2 Clinical Courses or Phase 3, as per the Clinical Allocation Policy, the student can apply for a RA. The RA is available for all students except International students as per the above point.
- The RA will also be available for students undertaking Phase 1 at one of the RCSCs, if they are allocated to a Sydney Clinical School or a different Rural Clinical School Campus for the entirety of either Phase 2 Clinical Courses or Phase 3. However, the RA is *not* available to students re-located between Clinical Schools within Sydney.
- The RA will cover relocation costs and the cost of travel (e.g. Moving costs -flights, bus, train, fuel purchase for self-drive, removal costs including the cost of a removal van; storage of furniture; the cost of terminating a home lease) to the allocated campus up to a maximum of \$500. The RA will only be paid if legitimate receipts, tax invoices or other relevant documents are presented to the allocated Clinical School within 2 months of being re-located. The RA is a one-off payment. However, if a student is allocated to a RCSC for Phase 2 clinical courses *and* Phase 3, should they return to Sydney for their ILP, they could make a second claim *only up to the maximum of \$500* for both relocations combined. For example, if a student claims \$300 for the relocation in Phase 2, they can then claim a maximum of \$200 for the relocation in Phase 3.
- When two or more students share a service (e.g. a removal truck), the costs should be divided equally between students for the purposes of the RA. In the case where single receipt is issued students will need to copy the receipt and indicate the proportion they paid.
- The RA is not available for short-term placements (less than 8 weeks) or the Phase 3 Elective Course. The RA also cannot be used for Fringe Benefit Tax-related expenses i.e. food, drink, consumables etc. when relocating (see [https://www.ato.gov.au/General/fringe-benefits-tax-\(fbt\)/types-of-fringe-benefits/](https://www.ato.gov.au/General/fringe-benefits-tax-(fbt)/types-of-fringe-benefits/)).
- The RA must be claimed using the Expense Reimbursement Form for RCS Students which is available through the Rural Clinical School or through the following link <https://medprogram.med.unsw.edu.au/allocation-clinical-teaching-sites> The completed Expense Reimbursement Form should be submitted to the RCSC that the student completing the form has been allocated to. The RA will need to be claimed within 2 months of being relocated.

Additional information for Clinical Schools

- The RA will be paid by the Clinical School to which the student has been allocated. Schools will subsequently be reimbursed through the S1 / S2 budget forecast process.
- Original receipts should be presented and the Clinical School needs to store copies of those receipts.
- The Clinical School will reimburse students via bank transfers within 15 working days provided that the claim meets all the requirements outlined in this document.