

# HDR Research Training Program (RTP) relocation allowance guidelines

These guidelines apply to domestic students who hold a Research Training Program Stipend only.

International HDR scholarship holders should refer to their conditions of award for details of *travel allowances*.

## Eligibility rules:

- to reimburse the relocation expenses incurred by an RTP holder, their spouse or partner and dependants\*  
\* *For the purposes of relocation entitlements, a dependant is defined as a person who moves residence with the RTP student; a spouse or partner who transfers employment to the city of the institution may be regarded as a dependant*
- for relocating to Sydney where this is necessary to enable the student to undertake the higher degree by research
- the claim must be made within **six (6) months** from the commencement date of the RTP

## Expenditure that can be claimed:

- one way economy class or student airfare to Sydney, or a per kilometre allowance for one direct trip for travel to Sydney by car
- expenses for moving personal items to Sydney

## Expenditure that cannot be claimed:

- petrol, accommodation or meal costs en route if the travel to Sydney is by car
- temporary accommodation costs on visiting or arrival
- storage costs for personal items
- relocating within the Sydney metropolitan area (for example, from Bondi to Camperdown) \*See below for a list of postcodes that cannot be claimed to be outside the Sydney metropolitan area

## Amount of allowance (in the form of reimbursement):

- up to \$515 for each eligible adult
- up to \$255 for each eligible child
- the maximum total value of relocation expenses that a student may receive is \$1,485

## Claim procedure:

- submit your claim to the Higher Degree by Research Administration Centre (HDRAC) at [hdrac.scholarships@sydney.edu.au](mailto:hdrac.scholarships@sydney.edu.au) proving these details:
  - names of people and relationship with the RTP holder
  - expenditure items
  - registration number, make and engine capacity of the vehicle, date of travel and kilometres driven for travel to Sydney by car
- attach tax invoices (with the supplier's ABN) showing date of travel (for airfare) or removal and receipts
- enter your bank details under the *My Finances* tab of your Sydney Student portal
- for approved claims, a reimbursement will be sent to your bank account within four (4) weeks of submitting your relocation claim

## Contact us:

Higher Degree by Research Administration Centre  
(HDRAC) Level 5, Jane Foss Russell Building G02  
The University of Sydney NSW 2006  
Telephone +61 2 8627 4343  
Email [hdrac.scholarships@sydney.edu.au](mailto:hdrac.scholarships@sydney.edu.au)

Postcodes which are ineligible for the relocation allowance claim outside the Sydney metropolitan area:

|                              |      |
|------------------------------|------|
| <b>Macarthur region</b>      |      |
| Campbelltown                 | 2560 |
| Ingleburn                    | 2565 |
| Minto                        | 2566 |
| Narellan                     | 2567 |
| Camden                       | 2570 |
| <b>Outer western suburbs</b> |      |
| Mulgoa                       | 2745 |
| Kingswood                    | 2747 |
| Castlereagh                  | 2749 |
| Penrith                      | 2750 |
| Silverdale                   | 2752 |
| Richmond                     | 2753 |
| North Richmond               | 2754 |
| Windsor                      | 2756 |
| Kurrajong                    | 2758 |
| Erskine Park                 | 2759 |
| St Marys                     | 2760 |
| Glendenning                  | 2761 |
| Quakers Hill                 | 2763 |
| Riverstone                   | 2765 |
| Rooty Hill                   | 2766 |
| Parklea                      | 2768 |
| Minchinbury                  | 2770 |