

# A guide to educational expenses for committees

Students receiving funding via CEF (grant, scholarship, partner or co-funding) do so via reimbursement for educational expenses. They **must** provide proof of purchase to claim the expense or a tax invoice to be paid by the committee directly to the retailer.

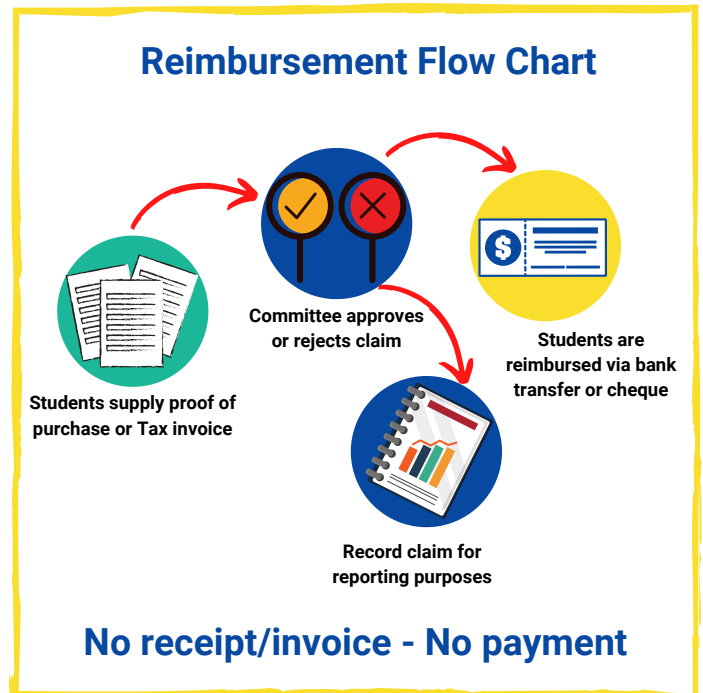
It is important that committees clearly communicate their claim process with their students. As a committee you nominate the contact and frequency of claim. The process must be based on this simple reimbursement flow chart.

### Educational expenses

Determining what is considered educational expense may be on a student by student basis. It is important to understand the circumstance of the student, their living and study arrangements.

This simple guide helps to define an educational expense; Expenses that are allowable (green) those which are not (red) and claims that may require more information (blue)

Expenses in blue may need more detail as to the relevance to their study and how much can be proportioned to the student. This is where your understanding of your students will inform the reimbursement.



- Campus accommodation
- VET up front course fees
- Stationery
- Text books & reading material
- Course materials
- Student services
- Digital media items (USB)
- Laptop
- Groceries & essential toiletries
- Meals (eating out or takeaway)
- Tools related to study
- PPE/uniforms related to study
- Laundry costs
- Car registration and fuel
- Fares for study/placement public or private
- Travel home between semesters
- Appliances when living out of home



- Off Campus accommodation - shared or board.
- Internet charges
- Mobile phone & charges
- Utilities
- Networking events
- Claims made out of semester
- Travel home during semester



- HECS supported fees (uni fees)
- Alcohol (including with meals)
- Gym fees
- Medical expenses
- General grooming & personal care
- Travel/accommodation unrelated to study
- Costs attributed to partners/friends
- Make up and skin care (not related to study)