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National  
University

Finance & Business Services, Building 10C

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**Human Resources**

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## Scholarship/Travel Grant Payment Request

### PART A Tax Exemption Scholarship Checklist

- Recipient is a Full Time Student
- The recipient is not required to do any work for the ANU in return for the payment
- The payment is provided principally for educational purpose

### PART B Determine Payment Method

#### a. Tax Exempt Scholarship?

Tax Exempt (If ALL boxes in Part A are ticked)

Not Exempt (If ALL boxes in Part A are NOT ticked)

#### b. HRMS

Earnings code 178 - Untaxed Scholar Travel

Earnings Code 179 - Taxed Scholar Travel

#### c. ES Financials

Proceed to Part C

NOT APPLICABLE

### PART C Payee Details

Student Name	<input type="text"/>	Uni ID	<input type="text"/>
Full GL Charge Code	<input type="text"/>	Date of Claim	<input type="text"/>
Description (eg Scholarship for travel)	<input type="text"/>		
Amount Granted	<input type="text"/>	<input type="checkbox"/>	Checked Student Bank Account Details on ISIS is up to date

### PART D

Contact Name	<input type="text"/>	Uni ID	<input type="text"/>
Business Unit	<input type="text"/>	Phone	<input type="text"/>
<b>Authorization</b>			
Name (Block Letters)	<input type="text"/>	Uni ID	<input type="text"/>
Dept/Division/School	<input type="text"/>	Phone	<input type="text"/>
Signature	<input type="text"/>	Date	<input type="text"/>