



UNSW Carers' Support Fund

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1. Purpose

The UNSW Carers' Support Fund is intended to enable UNSW academic and professional employees and UNSW Higher Degree Research (H o9.18 H oeploy21 0 0 1 128.18 59.42 Tm0 g0 G(S)-4(u)8(p)-3(p)7(o)-5(rt/1)28.18

3.5. Not have received a previous grant under the fund in the current calendar year.

3.6. Not have the caring fund granted for the same dep2e curre2(r)-0a1(c)-04(e)ETan

- Click on 'Add Attachment' multiple times to attach supporting documentation: Application, Acquittal Form, Receipts/Invoices Letters of pre-approved caring costs

b) HDR Students

- [Log in to myUNSW](#) with your zID and password
- Click 'My Student Profile'
- In the section 'Services for Students,' click 'Finance Expense Reimbursement' button
- Click 'Student Expenses!' which will open the form
- In the Expense Type: Carers Support Fund
- In the Business Purpose: [enter relevant career development activity, e.g., conference]
- Enter Fund: OP001
- Enter Department: AIMH
- Enter Project (search by 'code'): PS58098
- Amount: [enter pre-approved amount]
- Attach all supporting documentation from application

8.6 Expense claims will be approved via SAP Concur or NSF by the Access, Equity & Inclusion Team of claim submission and will be forwarded to the Head of School for final approval.

8.7 Once final approval is made, expense claims will be reimbursed