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UNSW Carers' Support Fund

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)-@a1(c)-@a)-(9)4(e)ETan



- b) Applicants are eligible for one grant only per calendar year.
- c) A grant in any given year does not guarantee that applicants will receive future grants in subsequent years
- d) It is the responsibility of the grant recipient to ensure that all travel and other expenditure complies with UNSW's <u>Travel Policy</u> and <u>Procedure</u>, and UNSW's <u>Business Expense Policy</u> and <u>Procedure</u>. Specifically, applicants are responsible for paying any private component of travel which is equal to or greater than 50% of the duration of the trip.

5.3 Inclusions

Extraordinary caring costs the following:

a) Additional days / hours of care provided to a dependent child/r



- Click on 6iiVX] [°]gZXZ[^]ei 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

