CLAIMING YOUR GRANT

This flyer outlines the key information you will need to claim your grant. Please keep it handy for when you are ready to submit your claim. Further financial information can be found via the RSL YDP Portal.

STEP ONE – ACCESSING THE RSL YDP PORTAL

Visit rsl-apply.bond.edu.au and enter your application email and password into the applicant login box. Once you have logged in, you will be able to lodge your grant claims and update us on the progress of your project.

STEP TWO - MAKING YOUR CLAIM

You have two options when making your claim based on the following two scenarios:

1. You require payment for items relating to your RSL YDP grant before your project starts and want RSL to pay your supplier directly.

   In this situation, you must submit an official quotation of the total costs to be paid, via the Finance Section of the RSL YDP Portal. Once the quotation has been approved by RSL, you must then submit an invoice highlighting the final costs. Once approved, RSL will then pay the supplier directly.

2. You require reimbursement for items relating to your RSL YDP grant once your project is complete and you want to be compensated for expenditure you have incurred.

   In this situation, you must collate all evidence including proof of event / activity, invoices and receipts, which highlight the amount you have paid in full, and submit via the RSL YDP Portal.

IMPORTANT - ALL FINANCIAL CLAIMS MUST BE MADE BY NOVEMBER 30, 2016
1. Recipients should allow at least 10 working days for RSL YDP payments to be processed.

2. Grants must be utilised for project costs that occur in 2016 and cannot be claimed for costs that have occurred prior to, or after 2016.

3. If in any case a supplier over quotes RSL and the full payment has already been made directly to the student before the final invoice is issued, it is the student’s responsibility to return all excess funds to the RSL.

4. If an amount has been calculated as fair compensation for costs incurred (e.g. taxi fares, meals or nominal expenses) and it is not supported by formal evidence / documentation, it is not sufficient grounds to award a reimbursement or make a payment on the students’ behalf.

5. If the project you applied for is no longer taking place, please contact the RSL YDP team to access a ‘Change of Project Request’ form. All change requests must be received by Tuesday November 1, 2016.

CONTACT DETAILS

If you have any questions regarding your claim, please contact the RSL Finance Team at finance@rslqld.org or call 07 3634 9444.