**Keck Observing Support (KOS) claim form**

|  |  |
| --- | --- |
| **Project code: *e.g. 2010A\_W195OL*** | **PI name:** |

**Project title:**

**Observing dates etc.:**

**Swinburne observer/s present:**

**Case for Keck Observing Support (KOS) funds.**

*Please replace red, italicized text with your case for support. Summarize the total costs in the table below.*

*This should be made by PIs of Swinburne Keck runs (including Swinburne-Caltech collaborative runs) once funding available from other sources has been expended and fully acquitted.*

*The PI must justify why KOS funds are being sought and why other sources of funds (e.g. Faculty Research Committee or ANSTO AMRFP) have not/could not be used. If other sources of funding only partially cover the costs incurred on the Keck run, the PI must detail how much funding those other sources provided*.

***NOTE: KOS funds should only be requested once funding from all other sources has been acquitted****;*

*KOS funds cannot be allocated without a full financial record of expenses and acquittal of other funding sources (i.e. receipts, ANSTO acquittal forms etc.). For example, if you have gained ANSTO AMRFP funding for your Keck run, you should first acquit your claim to ANSTO before claiming any residual expenses from KOS.*

*KOS applications should be sent to the STACK technical secretary. The technical secretary will check the reasons for the request and pass any queries to the Swinburne Advisory Committee for Keck (SACK) who will either approve or decline the request. The maximum KOS funding allocated to any given proposal is $2200.*

*At the end of each calendar year residual funds in the Keck support budget for that year may be distributed retrospectively to that year's Keck users.*

|  |  |  |  |
| --- | --- | --- | --- |
| **Description** | **Name of traveller/s** | **Departure date and destination** | **Cost  (less GST if within Australia)** |
| Flight/s |  |  |  |
| Accommodation |  |  |  |
| Ground transport |  |  |  |
| Food/subsistence |  |  |  |
| **Subtotal** |  |  |  |
| **Amount requested from SACK** |  |  |  |

Please note that the accounts credited should be the account that originally paid the expense.

Please **debit STACK account** – 111234 32036 by $

Please **credit** account 11 with $

Additional narrative regarding accounts/amounts to be debited/credited:

Authorised by Chair, Swinburne Advisory Committee for Keck or representative: