



Government of South Australia

Department for Education and
Child Development

Application No.
(office use only)

Department for Education and Child Development

OVERSEAS TRAVEL

STUDENT EXCURSION APPLICATION PACKAGE

for

(School/Site Name)

(Destination)

to

(Dates)

GROUP OVERSEAS TRAVEL APPLICATION

CHECKLIST FOR APPLICATION

To be submitted with application

Applicant to tick to confirm that the following requirements have been met prior to submission to principal/line manager:

- I have read and understood the DECD Overseas Travel Policy and the Overseas Travel Procedures - Student Excursions and this application complies with these requirements.
- The expected outcomes of the travel cannot be achieved in any other way.
- This travel application is supported by the site/school annual/business plan or other documentation e.g. invitations, letters and conference brochures.
- I have checked the DFAT website for travel advice warnings for the destinations of my travel and assessed that travel is allowed according to the DECD Overseas Travel Policy and the Overseas Travel Procedures - Student Excursions.
- I have considered the health information about the destinations and have notified students and parents/caregivers of immunisations and other precautions that could be taken before the trip occurs.
- The information provided in this application is true and accurate and all parts of the application form have been completed with the required details.

Applicant to tick to indicate that copies of the following documents have been attached to this application:

- A **full travel itinerary** that includes details of activities for each day of the trip and contact details according to *Attachment 1*.
- A risk management plan according to *Attachment 2*.
- A copy of insurance coverage for students and any non-DECD people travelling.
- A letter from each non-DECD person indemnifying the Minister from liability.
- A copy of DCSI screening clearances for any non-DECD people aged 18 years or over travelling with the group.

Applicant to tick to indicate their awareness of their following responsibilities:

- The applicant is responsible for ensuring that a post travel report is submitted within sixty (60) days of return to the Office for Education or their Executive Director/Deputy Chief Executive for auditing purposes.
- The applicant is responsible for providing a reconciliation of expenses for each DECD traveller where government funds (this includes school funds) are used for this travel, as part of their post travel report.
- The applicant is responsible for ensuring that any variations to travel are managed in accordance with the DECD Overseas Travel Policy and Procedures.
- The applicant is not able to travel overseas as an on-duty DECD employee without the Deputy Chief Executive, Resources' approval.

APPLICANT DECLARATION

I declare that this group application to travel complies with all parts of the Checklist for Application on Page 2.

Name: _____ Signature: _____

Date: _____

AUTHORISATIONS

This group application to travel complies with the DECD Overseas Travel Policy and Procedures:

Principal/Line Manager	Education Director / Director	Executive Director / Deputy Chief Executive
Name:	Name:	Name:
Title:	Title:	Title:
Signature:	Signature:	Signature:
Date:	Date:	Date:
Comments:	Comments:	Comments:

APPROVAL TO TRAVEL OVERSEAS ON DUTY BY THE CHIEF EXECUTIVE'S DELEGATE

APPROVED / NOT APPROVED

DEPUTY CHIEF EXECUTIVE, RESOURCES

Date:

PART A

APPLICATION SUMMARY

Application Details

GENERAL

Group Leader's Name:	
Number of Participants: (including Group Leader)	

DESTINATIONS

List of countries being visited:

Country	DFAT warning level <small>(as per Overseas Travel Policy – sourced from DFAT website www.smarttraveller.gov.au)</small>
1.	-----
2.	-----
3.	-----
4.	-----

DATES OF TRAVEL

Date of departure:		Date of return:	
Number of days travelling:			

SCHOOL DAYS/SCHOOL HOLIDAY DAYS

Number of <u>school days</u> travelling:		Number of <u>school holiday days</u> travelling:	
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TOTAL COSTS OF THE TRIP

This is the total for all travellers, and should be the combined totals for all of the Part D, Estimated Costs tables, which are completed for each DECD staff member travelling.

To Applicants:	\$	
To DECD for salaries:	\$	
To DECD for staff replacement costs:	\$	
To DECD for other costs:	\$	<i>(eg. airfares, insurance, accommodation, conference costs etc.)</i>
Other sources:	\$	Source of funds:
TOTAL:	\$	0.00

STUDENT TO STAFF RATIO

Number of students travelling:

Number of staff travelling:

Does this comply with the approved ratio of staff to students?

Yes

No

If (No) please provide reasons:

NON-DECD TRAVELLERS

Number of non-DECD people travelling (if applicable)?	
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Please also complete the section below about Criminal History clearances for these non-DECD travellers.

Non-DECD travellers (ie parents, siblings)/Criminal History Clearances

All non-DECD travellers in the group aged 18 years or older must have a current Department for Communities and Social Inclusion (DCSI) Criminal History clearance.

Do all non-DECD travellers aged 18 years or older have a current DCSI Criminal History clearance?

Yes

No

Copies of the letters of clearance should be attached to this application.

Accommodation type

Please indicate which types of accommodation the students will be staying in during their trip:

Homestay/billet (see section below)

Dormitory

Hotel/motel

Campground

School grounds (ie gymnasium)

Other

Homestay

Schools must be satisfied that all persons living in a homestay/billet home who are aged 18 years or older have a current criminal history clearance.

Has this verification been provided to the school? Yes No

If criminal history clearances are not available in the country where the homestay/billeting is occurring, or evidence of clearances has not been able to be provided, the DECD sites involved in the trip must send a letter to parents explaining the limits of what can be attested to regarding the homestay/billet being a child safe environment. **A copy of this letter to parents must then be attached to this application.**

PART B

GROUP LEADER DETAILS

Group Leader Details

Name:	
Position/Title:	
Site/School:	
DECD ID number:	
ECD Local Partnership:	
Contact Phone (work):	
Contact Phone (home):	
Contact Phone (mobile):	
Contact Fax:	
Contact email:	

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Name:	
Relationship:	
Contact Phone:	

Overseas Travel Purpose and Objectives

Explain how this overseas travel directly benefits the department.

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Explain how the purpose of this visit is linked to the department's goals and objectives.
Explain how this visit is linked to the school's annual plan.

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What alternatives to overseas travel have been considered?

Explain alternatives to travel that have been considered to achieve the same purpose and objectives, and why travel is considered to be more appropriate.

Selecting Flights - (See Overseas Travel Policy, Section 5.1)

Employees travelling with students are not mandated to use the government travel provider, but may choose to do so. Schools should get several quotes for travel to ensure value for money.

Tickets may be tentatively booked but **must not be purchased** until the Deputy Chief Executive's approval has been obtained.

Please attach the following to this application:

1. Full travel itinerary and contact details. *(Use template – Attachment 1)*
2. Risk Management Plan. *(Use template – Attachment 2).*

PART D

TRAVEL HISTORY, FINANCIAL ACCOUNTABILITY and HEALTH DECLARATION

**Individual Part Ds to be completed for each group member who
is a DECD employee**

***(additional Part D forms can be downloaded from the DECD intranet,
SSO net or Leaders Desktop)***

To be completed by each group member who is a DECD employee.

Name:	
DECD ID no:	
School/Site:	
Email address:	

TRAVEL HISTORY

Details of previous work-related overseas travel within the last three years

Provide details of when each trip occurred, the destination(s), duration of visit and purpose of the visit.
If there is insufficient space below, attach a separate list.

Year	Destination/s	From	To	Reason for Travel	Was a Post Travel Report filed? YES/NO

FINANCIAL ACCOUNTABILITY

Estimated cost of proposed travel (To be completed by each DECD employee travelling)

NAME: _____	Source of Funds (Please make sure columns add up to total costs)			TOTAL ESTIMATED COSTS
	Site/School Business Unit	Personal Funds	Other (Specify below) (Note 3)	
Return Airfares & Taxes				\$0.00
Insurance ^{Note1}				\$0.00
Accommodation				\$0.00
Per Diems				\$0.00
Local Transport				\$0.00
Course/Conference Fee				\$0.00
Salary (as calculated below) ^{Note2}				\$0.00
Staff replacement (MUST specify)				\$0.00
Other (specify)				\$0.00
Total Expenses	\$0.00	\$0.00	\$0.00	\$0.00

Note 1

If DECD is completely funding the travel (ie, no funding from parents, third party organisations or the traveller themselves) then travel insurance is covered by the South Australian Government's own insurer, SAICORP. If any part of the travel is funded from a source other than DECD, then the traveller will need to arrange private travel insurance.

Note 2

To calculate the salary amount, use the formula below:

1. **Calculate daily salary:** daily salary = fortnightly salary/10
2. **Calculate salary for the number of days overseas:**
Salary for the number of days overseas = daily salary X number of days overseas
3. **Calculate total salary amount:**
Total salary amount = salary for the number of days overseas X 1.244

Note 3

Specify name of organisation/individual providing funds:

HEALTH DECLARATION

Name: _____

Do you have any existing medical or physical conditions which could affect your safe participation in the activity you are undertaking?

Yes

No

If “Yes”, please provide any relevant details, which would be required in the event of an accident or emergency:

Special conditions/Requirements:

Other health risks:

Signature: _____ Date: _____

TRAVEL ITINERARY AND CONTACT DETAILS TEMPLATE
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Group Leader's Name:

Please attach a detailed itinerary, or complete the template below.

You must include the following details in date/time order:

- Date and time of **departure** and **return, with flight details.**
- Details for all **accommodation** (name, address, phone number and email address) during the time you are undertaking departmental business.
- Details of all **meetings/visits** you are undertaking as departmental business (including date and time of meeting/visit, the meeting/visit contact person, their contact details, and the address of the meeting/visit).

Date	Time	Activity	Contact Details

(additional itinerary sheets can be downloaded from the DECD intranet, SSO net or Leaders Desktop)

RISK MANAGEMENT PLAN FOR GROUP OVERSEAS TRAVEL

Take this section and all the attachments with you on the trip.

Group Leader's Name:

Contact details of Australian embassy/consulate in travel destinations:

GROUP LEADER'S GUIDE FOR MANAGEMENT OF SPECIFIC RISKS

Risk 1: Natural Disaster, Political Unrest or Threat to Group's Safety

1. Seek travel advice from DFAT www.dfat.gov.au or the local Australian embassy or consulate.
2. Contact the line manager/principal who will manage this as a critical incident using *DECD Critical Incident Policy*.
3. Decide on an action plan with the line manager/principal.
4. Make arrangements to return to Australia immediately if level of travel advisory is raised to level 3 or 4, or in the case of student excursions, raised to levels 2, 3 or 4.
5. Include details of the event in the *Overseas Post Travel Report*.

Risk 2: Accident, Injury or Illness

1. Seek medical advice and care, including hospitalisation.
2. Inform participant's emergency contact person and travel insurance company and follow advice.
3. Inform line manager/principal who will manage it as a critical incident, using *DECD Critical Incident Policy*.
4. Include details of the event in the *Overseas Post Travel Report*.

Risk 3: Lost or Stolen Passport

1. Report the loss or theft of your passport as soon as possible as this is required by law. It can be reported on-line or at the nearest Australian embassy/consulate. www.dfat.gov.au

Risk 4: Inappropriate Student Behaviour/Student Lost or Missing from Group

1. Develop a student management plan endorsed by the principal prior to travel.
2. Implement the endorsed plan as necessary, following *the DECD Critical Incident Policy* as appropriate.
3. Include details of the event in the *Overseas Post Travel Report*.