

# Travel Pre-Approval Form

This form is to be filled out and approved prior to raising a requisition and making a formal booking with a Travel Agent  
 It is to be used to manage the local travel administration and approval process – it is not mandatory if a local form already exists  
 The completed form is to be maintained within the Department and it is not required to be sent to central Finance



## Traveller Details

Traveller Type

- Staff     
  Student     
  PHD/RHD Student     
  Group     
  Other

Traveller's Name: \_\_\_\_\_ ID Number: \_\_\_\_\_  
*As shown on passport* *Staff – 6 digits or Student – 7 digits*

Traveller's Email Address: \_\_\_\_\_

Traveller's Contact Number: \_\_\_\_\_

## Trip Details

Purpose of Trip – please attach any supporting documentation

- Conference   
  Marketing   
  Meeting   
  Research   
  Seminar   
  Student Placement

- Study Tour   
  Teaching   
  Training   
  Other

Does this meet HERDC guidelines?       Yes       No

Expected outcomes and value to the University: \_\_\_\_\_

Implications if the trip is not approved: \_\_\_\_\_

What alternatives to travel are there and why aren't these being used: \_\_\_\_\_

Do you have teaching or student responsibilities during the trip?       Yes       No

If yes, how are these responsibilities being covered? \_\_\_\_\_

### If attending a Seminar or Conference, please provide the following details:

Name of Conference/Event: \_\_\_\_\_

Conference Activity (eg. Presenter, key note, attendee) \_\_\_\_\_

Date of Event: \_\_\_\_\_ No of Authored Papers Accepted: \_\_\_\_\_

Cost of Registration: \_\_\_\_\_ Is accommodation included in the cost?     Yes     No

## Travel Details

Departure Date: \_\_\_\_\_ Return Date: \_\_\_\_\_

No of Personal Days: \_\_\_\_\_ No of additional Family Members Travelling: \_\_\_\_\_  
 Leave days must be entered in SPO when Travel is approved      ie partner or children

Main Destination: \_\_\_\_\_  
 If travelling overseas, travel warnings and security risks need to be assessed at: [www.smarttraveller.gov.au](http://www.smarttraveller.gov.au)

## Travel Requirements/Details

### Air Travel – Natural Account 8155 (DOM) or 8160 (INT)

Flight/Airline	Leaving From	Departure Date/Time	Arrival Destination	Arrival Date/Time

