



TRAVEL APPROVAL FORM

To be used for all staff and student travel requirements. Applicant must complete and sign section 1, then forward the form to the appropriate School/Discipline Admin Assistant or Officer / Chair / School Manager / equivalent for checking and authorisation.
Section 1 of this form may be filled electronically. Please print the form for signing.

SECTION 1: APPLICANT TO COMPLETE AND SIGN

Family Name:	<input type="text"/>	Given Names:	<input type="text"/>
Business Unit/Discipline:	<input type="text"/>	BU no.:	<input type="text"/>
Phone:	<input type="text"/>	MBDP:	<input type="text"/>

Dates of absence: From (inclusive): To (inclusive):

REASON FOR TRAVEL

Teaching
 Study leave
 Conference*
 Research/fieldwork

Other (please specify):

Conference name (if applicable):

* Conferences/symposium/colloquium: If participation is the result of an invitation to give a plenary, etc. please attach the invitation and the funding arrangements for participation (full or external funding).

Justification for travel during semester time, if travelling for research/fieldwork:

Is there any recreation leave and/or personal travel included in this itinerary? Yes No

If yes, (1) please specify details below, and (2) book leave online through Employee Self Service (ESS) at www.hr.uwa.edu.au/ess.

APPROXIMATE COST: (attach support documentation)

Item	Amount
Airfares	\$
Accommodation	\$
Conference fees	\$
Daily subsistence	\$
Other	\$
TOTAL	\$

SOURCE OF FUNDS:

PG no.	PG Description / percentage	Amount
		\$
		\$
		\$
Other:		\$
		\$
TOTAL		\$

Is Per Diem / cash advance required? Yes No If Yes, amount required: \$

ITINERARY (or attach a copy of the itinerary)

Departure location	Date / time	Arrival location	Date / time	Business / Personal

TEACHING / UNIVERSITY COMMITMENTS

Have arrangements (teaching, committees, supervision, etc.) been made to cover your absence?

Yes (please supply details) No

EQUIPMENT

Are you taking any equipment with you? e.g. a laptop that is partly or wholly the "property" of UWA, including equipment purchased with external grant monies.

NB: Humanities staff must also complete and attach "Permit to take equipment to a private residence or overseas on University business" form(s).

Yes (please list below and include asset numbers where possible) No

APPLICANT TO AGREE AND SIGN:

1. I confirm I have read and comply with the [University Travel Policy](#).
2. I confirm I have read and will comply with the [University Corporate Travel Insurance Policy](#).
3. I confirm that if travelling overseas I have read and understood [DFAT travel advice](#).
4. I confirm I have read and will comply with the [University Finance Manual Travel Policy](#).
5. I confirm that I will keep and produce a [Business Diary](#) for ALL overseas travel; or all domestic travel that lasts longer than 5 consecutive nights where the travel is not exclusively on official University business.

Applicant's signature:

Date:

SECTION 2: CHECKS AND APPROVALS

CONFORMITY AND FINANCIAL CHECK

Relevant admin assistant/officer or Band 6 delegate to check the application conforms to policy, and financial information is correct.

Additional checklist:

- Supporting documentation for travel purpose (conference invitations, correspondence with contacts, etc.)
- Airfare quote(s) from approved supplier
- Accommodation quote(s)
- Registration fee documentation
- Budget calculations for other costs

CHECKED. Signature:

Date:

DISCIPLINE CHAIR PRE-APPROVAL

- I confirm that this applicant has no teaching or study obligations during this period of absence; OR
- I confirm that the teaching and supervision responsibilities of this applicant are covered for the period of absence.
- I approve this application for travel, subject to final approval by the Head of School and/or Dean.
- I do not approve this application for travel due to: _____

Discipline Chair signature:

Date:

HEAD OF SCHOOL APPROVAL

Travel is APPROVED NOT APPROVED

Comments:

Head of School signature:

Date:

DEAN'S APPROVAL

ALL travel during semester (includes swat vac and exam periods) must be approved by the Dean (or Dean's delegate), by recommendation from the Head of School (as above).

Travel is APPROVED NOT APPROVED

Comments:

Dean / delegate signature:

Date: