



Student Travel Form – Overseas/Australia

Faculty/School/Unit: _____ Building Code: _____

Name: _____ SID: _____

Email: _____ Phone: _____

Use this form for Sydney University Research/Course related travel & submit it two weeks prior your travel - Overseas/Australia. (date/month/year) Start Date: _____ Return to School Date: _____

To enable me travel from (city) _____ to (destination cities): _____

For the following purpose (conference name/visit universities/present papers, etc.): _____

(Please attach a copy of your invitation email for the conference and an abstract of your conference paper.)

APPLICATION FOR APPROVAL TO EXPEND TRAVEL FUNDS

Estimated Cost of the Trip	
Fares	_____
Accommodation	_____
Conference Fees	_____
Train/Bus/Taxis	_____
Meals	_____
Total	_____

The University’s contribution to the cost is to be met from the following account(s):

Account Code

RC	Project Code	Amount	Supervisor’s Initial for Funding
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Note: Any expenses in relation to this travel must be claimed by submitting a **Payment Request Form** <https://intranet.sydney.edu.au/working/finance-management/finance-forms/index.php> with a copy of your approved travel form to Finance Officer Raminder Gill. The collection of private information is in line with the University of Sydney Privacy Policy & the NSW Privacy and Personal Information Protection Act.

