



## Student Travel Form – Overseas/Australia

Faculty/School/Unit: \_\_\_\_\_ Building Code: \_\_\_\_\_

Name: \_\_\_\_\_ SID: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

This FORM must be submitted at least two weeks prior your travel.

Overseas/Australia (date/month/year): Start Date: \_\_\_\_\_ Return to School Date: \_\_\_\_\_

To enable me to 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 to Faculty Finance Team.**

Links for travel policy, student travel insurance and University contracted travel agents:

<http://s1.sydney.edu.au/staff/travel/policy/policy.shtml>

<https://intranet.sydney.edu.au/services/travel/2016-travel-and-expense-project-.html>

[http://sydney.edu.au/audit\\_risk/insurance/travel/students.shtml](http://sydney.edu.au/audit_risk/insurance/travel/students.shtml)

## DAY – BY – DAY ITINERARY

Date	No. of Days	Details

I declare that I have checked with the University’s Policy on Travel to Restricted Areas or in the absence of such a policy by the travel advisories of Department of Foreign Affairs and Trade (”DFAT”) and it is the responsibility of all students and authorising officers to check this policy before booking travel.

Fieldwork: This is to confirm that I will attend the fieldwork excursion in accordance with the itinerary as proposed by the University of Sydney Co-ordinator.

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**Applicant**

*I certify that the above information is correct and that any expenses for which I have sought approval to incur have not been met, and will not be met in whole or in part, by any other party. I will only claim up to the total of approved amount.*

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

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**Supervisors Signature**

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**Head of Department**

*I certify that authorisation for this travel complies with Clause 5 of the University Travel Policy and Clause 29.2 of the Student Travel Procedure.*

- Travel Approved  
 Request to incur expenditure from nominated accounts approved

Signed: \_\_\_\_\_ Date: \_\_\_\_\_