



## School of Electrical and Information Engineering

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### Research Student Travel Procedure

1. For insurance purposes, you must submit the Student Travel form at least two weeks before the trip. [Student Travel Form](http://sydney.edu.au/engineering/electrical/postgraduates/index.html)  
<http://sydney.edu.au/engineering/electrical/postgraduates/index.html>  
(Please attach a copy of your invitation email for the conference and an abstract of your conference paper to your Student Travel Form when submitting)
2. Please find the info regarding student travel insurance at:  
[http://sydney.edu.au/audit\\_risk/insurance/travel/student.shtml](http://sydney.edu.au/audit_risk/insurance/travel/student.shtml)
3. You can start booking airfares, paying for conference registrations, etc. **after** your travel form has been **approved/signed** by your **supervisor** and **Head of School**. A signed copy of your travel form will be forwarded to you via email.
4. If your travel period includes personal holidays, Please submit a request on **Sydney Student** under Research Suspension/Leave - Leave of Absence with Reason: Annual Leave.
5. All University business related travel must be booked through Travel Partner

Camperdown Campus, Institute Building H03, Rooms N352 and N353, City Road, The University of Sydney, NSW 2006. Open from 0800 – 1800 (AEST) Monday to Friday. Travel Partner provides after hours emergency support, outside these hours.

Phone: (02) 9112 1680  
Outside Australia +61 2 9112 1680  
Fax: (02) 9080 1700  
Email: [travel.partner@sydney.edu.au](mailto:travel.partner@sydney.edu.au)

For further information on travel, please go to:  
<https://intranet.sydney.edu.au/working/travel/suppliers-bookings/travel-agents.html>

#### Payment Method:

- The airfare, conference registration fees can be paid by your supervisor's credit card with your confirmed booking of airfare itinerary.
- Or you can pay it from your own funds and get reimbursed via Payment Request Form to Finance Team if the trip is funded by University funds.
- Please submit one [Payment request form](#) (xls) for each trip within one week after you returned from the trip.

**Date updated:** 08 December 2016

**Updated by:** School of Electrical and Information Engineering

### How to submit Payment Request form

- Complete Payment Request Form
- Get the form signed by supervisor
- Attach receipts/invoices, item list (for multiple invoices/receipts), credit card statement (showing AUD amounts if the invoices/receipts are in foreign currency) and a copy of the approved **student travel form**
- Submit your signed Payment Request Form with supporting documents to Raminder Gill, level 2, Faculty Finance Division, J13 or to her mailbox No. 30 in the Photocopier & Mail Room 401, J03.

Please contact Ping Zhang in room 402, J03 if you need assistance on the forms.  
email: [ping.zhang@sydney.edu.au](mailto:ping.zhang@sydney.edu.au)

Please note that your payment claim might be returned to you if the form is incorrectly filled out or if any information and supporting documents are missing.

Please also note that you can only claim the cost related to you. Please deduct any amounts related to your family members or friends when claiming for food, accommodation and any other costs.

For inquiries related to your payment request, please contact Rummy  
Email: [raminder.gill@sydney.edu.au](mailto:raminder.gill@sydney.edu.au) Phone: 9351 8077  
Or see her in the office: level 2, Faculty Finance Division, Link Building J13

Regards

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