

STUDENT TRAVEL APPROVAL FORM

For UTS Students ONLY



University of Technology Sydney
FINANCIAL SERVICES UNIT

INTERNATIONAL DOMESTIC

Purpose of this form:

1. Approval of university travel and travel expenses

2. Confirmation that the student is covered under UTS Insurance

It is mandatory to use this form for university travel (as defined in the Student Travel Policy and Procedures) and completed prior to departure (including externally funded travel).

Send this approved form to FSU Accounts Payable when Prepayments of Conference Fees and/or Accommodation etc. (Section 1.3B) is required. Otherwise, file the completed form locally.

1.1 Student TRAVELLER'S DETAILS (PLEASE PRINT CLEARLY) – Staff to book their travel within Concur Travel & Expenses

I hereby apply for approval for university travel as per the details listed.

STUDENT'S UTS ID NO.

SURNAME ON PASSPORT FIRST NAME ON PASSPORT

PREFERRED FIRST NAME PHONE

FACULTY/DIVISION TRAVEL COORDINATOR PHONE

Please provide your contact details whilst travelling.

EMAIL ADDRESS PHONE

Please provide details of your next of kin or contact in case of emergencies.

NAME RELATIONSHIP PHONE

ADDRESS

E-MAIL ADDRESS

1.2 TRAVEL INFORMATION

PURPOSE OF THE TRIP

EXPECTED OUTCOME

ApprovedTravel

DEPARTURE DATE	DEPARTURE LOCATION	ARRIVAL DATE	ARRIVAL DESTINATION	JOURNEY PURPOSE	DFAT RISK LEVEL NUMBER/DESCRIPTOR

TOTAL NUMBER OF DAYS AWAY ON UTS BUSINESS

TOTAL NUMBER OF DAYS AWAY ON LEISURE TRAVEL

1.3 FINANCES

A) COST FORECAST

Please provide estimates if actuals are unknown. (This section is mandatory)

CATEGORY	DOMESTIC TRAVEL NATURALACCOUNTS	INTERNATIONAL TRAVEL NATURALACCOUNTS	ORG UNIT/ACTIVITY (several if applicable)	FOREIGN CURRENCY (if applicable)	AMOUNT IN AUD
Air Fares	71030	71130			
Meals	71020	71120			
Accommodation	71025	71125			
Conference/ Seminar Fees	71305	71305			
Local Fares	71035	71140			
Other	71045	71140			
TOTAL					

B) PAYMENTS REQUESTED

Please allow at least 5 working days for the payment to be processed.

Where there is a requirement to remit payment overseas, please allow 10 working days as the process may take longer to complete.

SUPPLIER NAME	ADDRESS/OTHERDETAILS	CURRENCY	AMOUNT
TOTAL PAYMENTS			
GRAND TOTAL			

1.4 TRAVELLER'S CERTIFICATION

I agree to the following requirements for university travel:

a) prior to travel I will

- * read and understand the requirements of the Student Travel Policy and Student Travel Procedures (hereafter policy and procedures)
- * provide my faculty/division with a detailed itinerary.
- * must complete the [Research Risk Management Plan](#), and when necessary complete the [Overseas Travel Risk Management form](#) and submit to your supervisor prior to travel.
- * Read the [Fieldwork Guidelines](#) and complete any related forms.
- * check the Australian Department of Foreign Affairs and Trade (DFAT) travel advice at www.smarttraveller.gov.au prior to travel to confirm the status of the destination country.
- * Not travel to countries in risk level 4 (DFAT advice is 'advised not to travel' or similar).
- * Not travel to countries in risk level 3 (DFAT advice is 'reconsider your need to travel' or similar) unless I have approval from the Provost in line with the policy and the procedures (the [Risk Management and Approval of Overseas Travel](#) form **must** be used for this purpose).
- * subscribe to the DFAT website (subscription means you will receive free automatic changes to travel advice via email).
- * register with the nearest Australian embassy at www.orao.dfat.gov.au as required.
- * register your trip with [International SOS their portal](#) or contact the ISOS Assistance Centre on +61 02 9372 2468 and register your trip details.

b) whiletravelling I will

- * keep receipts/tax invoices for university business expenses.
- * comply immediately with any changes to travel advice from DFAT or any directions from the university while I am away.
- * leave a country if the travel advice is upgraded to risk level 4 (DFAT advice is 'advised not to travel' or similar).
- * consult my dean/director about approval from the Provost to remain in a country if the travel advice is upgraded to level 3 (DFAT advice is 'reconsider your need to travel' or similar).

c) upon my return I will

- * Forward to the Accounts Payable section of the Financial Services Unit, within 3 weeks of my return, the following:
 - i. a completed [Travel Acquittance and Expense Claim Form](#)
 - ii. all original receipts/tax invoices

NAME

SIGNATURE

DATE

1.5 FINANCIAL APPROVAL (to be completed by the approver)

I approve this application to travel under the relevant Financial Delegation. I have satisfied myself that this trip is necessary, the mode of transport and standard of accommodation are appropriate and the overnight stops are required.

NAME AND INITIALS	AMOUNT IN AUD	COMPANY	ORG UNIT	LOCATION	ACTIVITY	SIGNATURE	DATE
TOTAL AMOUNT APPROVED							

1.6 MANAGEMENT APPROVAL

I approve this travel and I am satisfied that the expenses are reasonable and appropriate.

Head of Department/Supervisor for travel within Australia ONLY

NAME

POSITION

SIGNATURE DATE

Dean/Director for ALL overseas Travel

NAME

SIGNATURE DATE

1.7 MANDATORY - Defence Trade Controls Act 2012 (DTC Act) - Consent to travel with items on the Defence and Strategic Goods List (DSGL)

In order to comply with the DTC Act, it is a mandatory requirement that UTS travellers respond to the question below:

Will you be exporting or supplying items listed on the DSGL? Please access the [DTC Staff Connect](#) page to check whether you are working with DSGL technology.

YES NO

If you answered yes to the above question, you will need to contact mailto: DTC@uts.edu.au in order to get a permit from the Department of Defence.

Please note: the maximum penalty for contravention of the Defence Trade Controls legislation is ten (10) years imprisonment or a fine, or both.