MACQUARIE University
SYDNEY·AUSTRALIA

TRAVEL APPLICATION FORM

Please ensure you have read the Travel Policy before completing this application.

Please complete and submit the form with supporting documentation to your Faculty/Department Administrator.

TRAVELLER'S DETAILS			
Name		**Staff / Student number**	
Phone		**Department**	
Email			
Travelling with a companion? *		**Yes / No:**	
*Travellers are required to declare if they are travelling with a companion to allow for the appropriate review of duration of travel, business need for travel and the planned budget / incurred expenses.			

TRAVEL DETAILS AND APPROVAL OF ABSENCE ON DUTY		
Period of Absence:		
Personal travel included# *(Up to 7 days – See Travel Policy Note: MQ Insurers do not provide coverage for student personal leave.)*	**Dates:**	#*Staff to request personal leave via Workday & HDR students to report leave to HDRO via the Scholarship Leave Request Form*
Destination/s of travel		
Is a risk assessment required according to DFAT Level 3 or 4 or sanctioned countries?		**Yes / No:**
Provide detail of alternative arrangements for teaching, supervision, or other duties during your absence:		

CONFERENCE DETAILS			
Conference name			
Conference website			
City, Country		**Conference dates**	
Title of abstract submitted			
Has your abstract been approved? Yes / No:		**If no, please explain:**	
Please provide a justification of attendance if you are not presenting:			
Explain how attendance at the proposed conference is important and relevant to your work or research:			

TRAVEL FOR OTHER PURPOSES (add boxes as required)			
Institution/Organisation:			
City, Country:		**Dates of visit:**	
Person/s Visiting:			
Purpose of Visit:			

ESTIMATED BUDGET List all expenses involved in this trip. Where possible, these are to be supported by attached quotes.		
Description	**Amount (AUD $)**	**Account name and number**
Airfares		
Accommodation		
Conference registration		
Meals / per diem		
Transport: taxi, bus, train		
Poster printing		
Other:		
Total amount requested		

APPLICANT CHECKLIST Supporting documents to be supplied		
Conference: Advice of acceptance of your abstract	Yes	
Research collaboration: Attach copy of email or letter indicating date and purpose of visit	Yes	
Quotes of all estimated costs	Yes	
Travel Diary for International Travel and for > 5 nights within Australia	Yes	
Risk assessment for overseas travel (required for Level 3 or 4 and sanctioned countries) https://staff.mq.edu.au/work/travel/travel-risk-assessment	Yes	

APPLICANT CERTIFICATION					
I confirm that the information provided in this form is accurate and adheres to the University's Travel Policy and expenses incurred will be in accordance with the Travel Expenses Schedule outlined in the Travel Policy.					
Name		Signature		Date	

APPROVALS					
Supervisor / Manager Approval					
Name		Signature		Date	
Head of Department Approval					
Name		Signature		Date	
Travel Approved by FMHHS Executive Dean					
Name	Patrick McNeil	Signature		Date	

DEPARTMENT ADMINISTRATOR / TRAVEL BOOKER CHECKLIST					
Supporting documents checked		yes		NA	
Conference detail checked		yes		NA	
Funding availability checked		yes		NA	
Policy compliance checked		yes		NA	
Travel not booked through CTM (Corporate Travel Management) added to SharePoint for insurance reporting		yes		NA	
Name		Signature		Date	

TRAVEL DIARY

Employee's signature*:		**Date:** / /

*In signing this document, I acknowledge that this is a legal document that will be used by the Macquarie University to calculate any Fringe Benefits Tax (FBT) liability arising from my trip AND I confirm that all the information declared by me in this document is true and correct. I have attached other relevant supporting documentation such as conference itineraries, travel reports, research summary, etc.

Number of days spent in transit / unavoidable delay days:	
Number of days where business activities were undertaken:	
Number of days taken as personal leave:	
Total number of days away:	

Details of activities undertaken:

	Date of Activity	Location of Activity	Brief Details of Activity
	01-Jul-2011	*Blue Mountains*	*Research/fieldwork for collecting samples*
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