

MACQUARIE UNIVERSITY

Cotutelle/Joint Degree Airfare Request Form



MACQUARIE
University
SYDNEY · AUSTRALIA

Submit this request form to the Office of HDR Training & Partnerships, Level 3, 17 Wally's Walk East, Macquarie University, NSW 2109, AUSTRALIA | Phone: +61 2 9850 7997 | Email: hdrpartnerships@mq.edu.au

This form may be used by Cotutelle and Joint PhD candidates who have a travel allowance specified in their Cotutelle / Joint PhD agreement. Candidates may claim in accordance with their agreement when travelling from an international location to Sydney to undertake a Cotutelle or Joint PhD at Macquarie University (MQ), or when returning to their partner institution from MQ. All travel is approved in accordance with the MQ Travel Policy: <http://www.mq.edu.au/policy/docs/travel/policy.html>.

Eligibility:

- You must have a clause in your Cotutelle/Joint PhD agreement specifying a travel allowance entitlement from MQ
- You must be currently enrolled at MQ
- You must have a valid passport and a current student visa before submitting this request form
- Your travel must be for research purposes only (does not include travel for conferences or for personal reasons, etc.)

Procedure:

- Complete and return this form directly to the Cotutelle Officer at the HDRTP by email or post. HDRTP will arrange to book your airfare and will email your flight itinerary to you.
- The request must be lodged to the HDRTP **at least 3 weeks** before your intended departure date.

MQ REFERENCE/STUDENT NUMBER:

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PERSONAL DETAILS: Enter your name as it appears on your passport

Surname: _____ First Name(s): _____
 Date of birth: _____ Mobile phone: _____
 Contact address: _____
 Email address: _____
(Your flight details / itinerary will be sent to this email address)

PASSPORT AND VISA DETAILS:

Passport number: _____ Visa number & type: _____
 Passport expiry date: _____ Visa expiry date: _____
 Country of citizenship: _____ Visa place of issue: _____

PARTNER INSTITUTION AND COUNTRY:

Partner Institution /University: _____
 _____ Country: _____

DEPARTURE DETAILS:

From (city/country): _____
To (city/country): _____ Preferred date of flight: _____

RETURN FLIGHT DETAILS: * N/A **OR** I require a return flight, as follows:

From (city/country): _____
To (city/country): _____ Preferred date of flight: _____

IMPORTANT: The information you provide on this form will be used by MQ to book your airfare from the point of departure specified in your agreement, on the preferred departure date. **Please check that all details provided are correct.**

Additional fees are not covered: Once an airfare is booked for you by MQ, any additional fees associated with changing booking details, including but not limited to change of flight date, cabin upgrades or extra luggage allowance fees, are not covered by this travel allowance.

Reimbursements: MQ does not reimburse flights that are purchased independently by the candidate or any third parties.

***Return flight:** You are not required to book your outbound and inbound flights at the same time. If you are booking a one-way flight and still have a claimable return flight, we will arrange to book the return flight for you.

DECLARATION OF AWARD HOLDER:

- I have read Macquarie University's Travel Policy and agree to accept the terms and conditions in the Policy; and that
- I declare that the information supplied by me on this form is complete, true and accurate in every particular.

Signature: _____ **Date:** _____

OFFICE USE ONLY

Released amount: \$ _____	Estimated commencement: _____
Booking number: _____	Travel agent: <input type="checkbox"/> Campus Travel <input type="checkbox"/> STA Travel MQ
Account No. _____	Request checked: _____