

Student Travel Approval Form

For UTS Students ONLY

Purpose of this form

1. Approval of university travel and 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 with your supervisor.

1. Student TRAVELLER'S DETAILS (PLEASE PRINT CLEARLY)

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

Type of travel ☐ International ☐ Domestic

Student UTS ID no.			
Surname (as on passport)		First name (as on passport)	
Preferred first name		Faculty/ unit	
Email		Phone	
Travel coordinator		Phone	

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

Name		Relationship	
Email		Phone	
Address			

Total number of days away on UTS business		Total number of days away on private travel	
---	--	---	--

2. TRAVEL INFORMATION

Purpose of Trip:

Departure Date	Departing From	Destination	DFAT Risk Level

3. FINANCES

A) COST FORECAST – Please provide estimates if actuals are unknown. (This section is mandatory)

Category	Domestic Travel Natural Accounts	International Travel Natural Accounts	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/OTHER DETAILS	CURRENCY	AMOUNT

TOTAL PAYMENTS			
GRAND TOTAL			

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 and Expenses](#) Policy and Procedures
- Check the Australian Department of Foreign Affairs and Trade (DFAT) travel advice at www.smartraveller.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 Student Travel Policy and Procedures (the [Overseas Travel Risk Management Form](#) must be used for this purpose).
- Read the [Work and Study Off-campus](#) information on the UTS website and complete any required forms identified through the Off-campus Activities Selector Tool
- Read the [Overseas Travel](#) information on the UTS website and complete the risk management requirements, including registering my trip through [International SOS](#) and subscribing to [Smartraveller](#).
- Attach my International SOS itinerary to this form, as per the requirements and guidance outlined in [Overseas Travel](#).

b) while travelling 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:
 - a completed [Travel Acquittance and Expense Claim Form](#)
 - all original receipts/tax invoices

Signature			
Name		Date	

5. SUPERVISOR ENDORSEMENT

a) Prior to the student's travel I will

- Discuss the travel and approval process with my student
- Complete the Off-Campus Activities Selector Tool and ensure that the WHS resources requirements are completed and retain a copy.

b) During the student's travel I will remain in contact with them and respond to any WHS or travel risks if required.

Signature			
Name		Date	

6. 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					

7. MANAGEMENT APPROVAL - Dean/Associate Dean/Head of School or Director (In line with UTS Financial Delegations Band 1-4)

I approve this travel and I am satisfied that the expenses are reasonable and appropriate. A copy of this approval is retained at Faculty.

Name		Position	
Signature		Date	

8. 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.

