

# APPROVAL TO TRAVEL FORM

This document should be completed by all University staff and students planning to travel on official University business.

Travel on University business should only be approved where online meetings or other virtual approaches do not provide an effective alternative.

It is the traveler's responsibility to monitor DFAT Advisory notices for their proposed destination and any intermediary stops at all times prior to and during their planned travel, and to make urgent and decisive changes to their itinerary where appropriate. Travelers should also consider their own health and other relevant considerations, including in country health requirements, when applying for approval to travel.

<b>NAME:</b>	
<b>POSITION:</b>	
<b>OFFICE/FACULTY/UAU:</b>	
<b>COST CENTRE:</b>	
<b>APPROVER'S NAME</b>	

Domestic Travel

International Travel

TRAVEL ITINERARY					
DEPART DATE	CITY	ARRIVE DATE	CITY	PURPOSE OF TRAVEL (include Conference details - name & dates; Marketing/Recruitment target audience details; Alumni/Development or other)	
<i>29/06/2026</i>	<i>Brisbane</i>	<i>29/06/2026</i>	<i>Los Angeles</i>	<i>30/6/26-2/7/26</i>	<i>Blackboard Conference - presenter</i> <b>EXAMPLE</b>
<i>10/07/2026</i>	<i>Los Angeles</i>	<i>12/07/2026</i>	<i>Brisbane</i>		

PROPOSED BUDGET		
ITEM	DETAILS	ESTIMATED COST
Flights		\$
Accommodation		\$
Living Expenses		\$
Surface Travel (car hire, taxi, train, bus)		\$
Registration/Event Costs		\$
Other:		\$
		\$
<b>TOTAL TRAVEL AND ASSOCIATED COSTS</b>		<b>\$</b>

Calculation of the private proportion of travel						
DATES	CITY	NO. OF DAYS	NO. OF UNIVERSITY DAYS*	NO. OF PERSONAL DAYS*	% PERSONAL DAYS	PERSONAL** CONTRIBUTION \$
<i>29/06/2026-12/7/2026</i>	<i>Los Angeles</i>	<i>14</i>	<i>7</i>	<i>7</i>	<i>7/14x100=50%</i>	<i>\$0</i> <b>EXAMPLE</b>

DECLARATION	
<input type="checkbox"/>	No University funds have yet been spent or committed
<input type="checkbox"/>	All necessary Leave approval and other approvals relating to this trip have been granted
<input type="checkbox"/>	I will pay any personal contribution*** required prior to the trip commencement.
<input type="checkbox"/>	I have completed the Online Defence and Strategic Goods List (DSGL) Tool (for research staff and HDR students international travel only) ****
<input type="checkbox"/>	<p>By submitting this Application for Approval, I specifically acknowledge the following:</p> <p>(a) It is my responsibility to monitor the conditions at the destination and any intermediary stops prior to and during travel as it might affect my travel plans and make urgent and decisive changes to my itinerary to minimise risks to my safety and health, my ability to perform the core duties of my role, and the costs incurred by the University; and</p> <p>(b) Any expenses incurred by me because of any disruption to travel where I have failed to act in accordance with point (a) above, may not be paid for, or reimbursed by the University nor any insurance policy.</p>

<b>Staff Member or Student Signature:</b>	
<b>Date:</b>	
<b>UMC Member or delegate Signature:</b>	
<b>Date:</b>	

**NOTES:**

- Further detailed information on any aspects of this travel may be requested by the staff member's Approver.
- The staff member requesting approval should carefully read the Bond University Travel Policy documents governing all official University travel.
- University business travel includes days spent on University business including travel time. It also includes unavoidable time between business activities due to connecting flights and business travel required on weekends and public holidays.
- A copy of this form is to be forwarded to Office of Future Students if travel involves Marketing.

\* Leave Form for Annual Leave for personal days and Conference Leave (if applicable) required with form.

\*\* As per Travel Policy and *Fringe Benefits Tax Assessment Act 1986*.

\*\*\* Any personal contribution towards travel costs where travel is both University business and personal related is to be paid in full **prior to** travel commencing.

\*\*\*\* Refer to RES 4.5.4 [Defence Export Control Policy](#).