

# APPROVAL TO TRAVEL FORM

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

**Note that restrictions on travel for University business and study remain in place during the COVID-19 pandemic.**

**Domestic travel on University business should only be undertaken if necessary and where online meetings or other alternatives are not feasible. Online meetings are preferred for reasons of staff safety and the risk of staff being forced into a period of isolation or quarantine.**

**All government directions must be complied with at all times and no staff should travel into a hotspot declared by any government or authority.**

**In the rare case that travel is approved, it is the staff member's responsibility to monitor the situation at their destination at all times prior to and during their planned travel, and to make urgent and decisive changes to their itinerary where appropriate.**

**All approval for domestic travel on University business requires approval from the UMC-level manager.**

<b>NAME:</b>	
<b>POSITION:</b>	
<b>OFFICE/FACULTY:</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)
29/06/2015	Brisbane	29/06/2015	Los Angeles	30/6/15-2/7/15 Blackboard Conference - presenter
10/07/2015	Los Angeles	12/07/2015	Brisbane	

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 \$
29/06/2015-12/7/2015	Los Angeles	14	7	7	7/14x100=50%	\$0

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 <a href="#">Online Defence and Strategic Goods List (DSGL) Tool</a> (for research staff and HDR students international travel only) ****
<input type="checkbox"/>	<p><b>By submitting this Application for Approval, I specifically acknowledge the following:</b></p> <p>(a) Any domestic travel has a moderate level of risk of being adversely affected by a COVID-19 event; and</p> <p>(b) No University travel insurance is available to respond to any COVID-19 related expenses incurred; and</p> <p>(c) Any expenses incurred by me because of any disruption to travel caused by a COVID-19 event may not be paid for, nor reimbursed by the University; and</p> <p>(d) It is my responsibility to always monitor the COVID-19 situation prior to and during travel as it might affect my travel plans, and to make urgent and decisive changes to my itinerary where appropriate.</p>

<b>Staff Member's Signature:</b>	
<b>Date:</b>	
<b>UMC Member Approval: (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 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 TLR8.06 Defence Export Control Policy