

Please read the policy governing the Travel Award Scheme enclosed with this form, and also available at: <http://www.postgraduate.uwa.edu.au/students/policies/travel-award>. Students must also comply with the following policies:

- UWA's Travel Policy: <http://www.finserv.uwa.edu.au/travel/policy>
- UWA's Travel Insurance Policy: <http://www.staff.uwa.edu.au/governance/risk/insurance/travel>.

Students must book their own travel through UWAs Travel Management System 'CONCUR' after the travel plan is approved by your School and the Graduate Research School <http://www.finserv.uwa.edu.au/travel/booking/Concur>. Students may contact the Academic Services staff within their School if they need assistance.

Further information can be found at <http://www.finserv.uwa.edu.au/travel-at-uwa/travel/booking>

PLEASE NOTE: Travelling to countries designated as under the **Australian Autonomous Sanctions** is not prohibited. However, in travelling to one of these countries you may be at risk of breaching the sanctions, depending on the proposed destination, what you plan to take with you, the nature of the activities associated with the travel and with whom you may be working. In order to be approved to travel to a sanctioned country you must confirm that you have made an assessment that you will not breach the Australian Autonomous Sanctions regime. More information about Autonomous Sanctions is available from the Department of Foreign Affairs and Trade (DFAT) at: http://www.dfat.gov.au/un/unsc_sanctions/index.html. Or, contact the Graduate Research School Office at: <http://www.postgraduate.uwa.edu.au/contact>.

Please forward this form **directly** to the Graduate Research School Office, Hackett Hall (M358)

1. STUDENT DETAILS

SURNAME: _____ **STUDENT ID:** _____

GIVEN NAMES: _____ **TITLE:** Mr, Ms, Mrs, Dr etc. _____

SCHOOL/CENTRE: _____ **TELEPHONE NO:** _____

SCHOLARSHIP: _____

Does this Scholarship have a travel allowance? YES NO

DEGREE: _____

DOMESTIC STUDENT **INTERNATIONAL STUDENT** : Student Visa Expiry date: ___/___/___

- Please provide an estimate of costs for this travel including flights, accommodation and conference registration along with the Overseas Travel form (OST form) <http://www.postgraduate.uwa.edu.au/students/forms#leave>
- You **must** read the Rules governing the Travel Award at the end of this application form.
- If you are not enrolled in a course administered by the Graduate Research School, please attach evidence that your Research Proposal has been approved.
- All research milestones are up-to-date at the time of submitting this form. (The application will not be processed unless candidature milestones are up to date).
- Please tick if you are a UWA staff member as well as a student.
- Your travel must be booked through the University approved travel management system CONCUR only after the travel plan is approved by your School and the Graduate Research School.

Have you previously received a GRS travel award? YES NO

Do you have other travel funding support? YES NO. If yes, provide details here:

Domestic

Brief details of **purpose** and **destination** of travel:

Overseas

Brief details of **purpose** and **destination** of travel:

PLEASE NOTE: If travelling overseas, you **must** also complete and attached and overseas travel form (OST)

<http://www.postgraduate.uwa.edu.au/staff/forms#leave>

Departure date of travel:	Return date from travel:
If you intend taking annual leave prior to or after the period covered by the Travel Award, please include the dates	Leave start date: Leave end date:
Cost of airfares: <i>Travellers are responsible for their own airline booking through the University Travel Management System CONCUR. Contact the Academic Services staff in your School /Faculty administration if you need assistance.</i>	Funds sought from this application: \$ Approved award amount (GRS only): \$

ALLOCATION OF FUNDS - if you do not provide a suitable Business Unit number and Project Grant number to where your funds can be transferred, this form will be returned to you without approval. You must also get your Faculty Finance SDC to sign approval of your PG before you submit this application.

School to administer funds on my behalf through an approved Project Grant (**fund group 10 or 63**). Please provide the following essential information to enable transfer of funds:

Business Unit _____ Project Grant: 10 _____ or 63 _____

SDC (Finance) in Faculty - Approval _____ Date: _____
(It is essential that this is signed by the appropriate person)

SDC (Finance) in Faculty name PRINTED _____ Phone ext: _____

3. STUDENT AUTHORISATION FOR OVERSEAS TRAVEL

- I confirm I intend to book this research-related travel through UWA's Travel Management System and I will provide copy of my booking with my Travel Award Report <http://www.finserv.uwa.edu.au/travel/booking/Concur>
- I confirm I have read and will comply with the UWA Travel Policy at: <http://www.finserv.uwa.edu.au/travel/policy>
- I confirm I have read the UWA Travel Insurance Policy: <http://www.staff.uwa.edu.au/governance/risk/insurance/travel>
- I confirm that I have read the [University's Safety & Health Guidelines for Working Overseas](#)
- I confirm I have read and understood the latest Department of Foreign Affairs and Trade ([DFAT](#)) [travel advice](#)

4. SIGNATURE OF STUDENT

Signature: _____

_____ Date

International Students Only: I am aware of the student visa implications this application may cause and that I'm required to contact the Department of Immigration and Border Protection (DIBP) for visa related enquiries (Please tick and sign below)

(International Student signature)

(Print name)

Date

5. COORDINATING SUPERVISOR AND GRADUATE RESEARCH COORDINATOR	
Coordinating Supervisor(s) Signature:	Date:
Coordinating Supervisors(s) Name (please print):	
Graduate Research Coordinator Signature:	Date:
Graduate Research Coordinator Name (please print):	

5.1 JOINT SCHOOL (if applicable):	
Coordinating Supervisor(s) Signature:	Date:
Coordinating Supervisors(s) Name (please print):	
Graduate Research Coordinator Signature:	Date:
Graduate Research Coordinator Name (please print):	

6. GRS USE ONLY	
<input type="checkbox"/> Proposal checked	<input type="checkbox"/> Check Previous Travel
<input type="checkbox"/> Approved	<input type="checkbox"/> Not Approved
_____	_____
Authorised Graduate Research School Officer	Date
CALLISTA updated <input type="checkbox"/> _____	_____
(Initials)	Date

The intention of these awards is to facilitate international and interstate travel for research purposes. Only in exceptional cases, and only for long distance travel, can they be used for travel within Western Australia.

RULES GOVERNING THE GRADUATE RESEARCH STUDENT TRAVEL AWARD SCHEME

1. The Board of the Graduate Research School, on the recommendation of the Head of School/Graduate Research Coordinator concerned, may grant a student for a research higher degree, an award for travel within Australia or overseas directly relevant to the student's research work, including fieldwork, conference attendance and travel to gather research data.
2. (1) Travel awards will normally be granted to students during their candidacy.

(2) In exceptional circumstances and with the written support of the supervisor and Head of School/Graduate Research Coordinator, an award may be granted in the period up to three months after submission of the thesis for examination.

Eligibility

3. The awards are available to full-time and part-time candidates enrolled in courses with a normal course length of at least two years, full-time equivalent.
4. A member of the academic staff of this or any other higher-education institution, or a person in employment which provides access to travel subsidies who is enrolled for a research higher degree, is not normally eligible for an award.
5. An applicant's research proposal must be approved by the relevant Board e.g. Board of the Graduate Research School, Faculty Board, prior to approval of a travel award.

Number of Awards

6. (1) Unless the Board of the Graduate Research School permits otherwise, students will be eligible for only one travel award during enrolment in one or more research higher degree programs at this institution. However, students may apply for the award in up to three installments as set out under sections 9 to 12 (Award Amounts) below.
(2) A student who has received an award and who subsequently completes their degree program is eligible to receive another award if they later enrol in a further research higher degree program at UWA.
(3) Students who have received an award and who subsequently transfer to another UWA research higher degree program at the same or a lower level will not be eligible for a second award.

Application

7. (1) Although applications will normally be processed approximately three to six months prior to the intended date of departure, earlier applications may be considered.
(2) Awards are not offered retrospectively.

Travel Bookings and Insurance

8. Travel must be booked through the University approved Travel Management System, CONCUR.
9. Students must comply with the University's Travel Insurance Policy (<http://www.safety.uwa.edu.au/policies/travel>) and take additional insurance where any period of leave is not related to their degree program.

Award Amounts

10. (1). For travel within Australia, awards are a minimum of \$500 and a maximum of \$750, inclusive of fares and subsistence, per application.
(2). For externally enrolled students, for travel within the country in which they are recorded as studying, awards provide a minimum of \$500 and a maximum of \$750, inclusive of fares and subsistence, per application.
11. For overseas travel, awards provide up to a maximum of \$1850, inclusive of fares and subsistence.
12. The total maximum funding available under the award for each student is \$1850.
13. Payment will be issued for airfares only when the air travel has been booked according to the University policy, via the approved Travel Management System, CONCUR. Bookings made outside of this system are not eligible for payment.
14. For each application approved under the travel award, a student must submit a written report on the form provided, outlining the perceived benefits of the award to their research and thesis. Each student must also provide receipts for the value of the award.
15. For each application approved under the travel award, a report must be submitted through the research supervisor and Head of School/Graduate Research Coordinator within one month of returning from the travel for which the award was granted.