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:


Students should make an appointment with their School Manager to book their travel through UWA’s Travel Requisitioning System, CONCUR at http://www.finserv.uwa.edu.au/news/announcements/mobiles, if this has not already been done. Further information can be found at http://www.finserv.uwa.edu.au/travel-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

<table>
<thead>
<tr>
<th>SURNAME:</th>
<th>STUDENT ID:</th>
</tr>
</thead>
<tbody>
<tr>
<td>GIVEN NAMES:</td>
<td>TITLE: Mr, Ms, Mrs, Dr etc.</td>
</tr>
<tr>
<td>SCHOOL/CENTRE:</td>
<td>TELEPHONE NO:</td>
</tr>
<tr>
<td>SCHOLARSHIP:</td>
<td></td>
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</tbody>
</table>

**Does this Scholarship have a travel allowance?** ☐ YES ☐ NO

**DEGREE:**

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

☐ **Please attach travel quote from UWA-approved service providers and/or conference registration with this application.**

☐ **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.**

☐ **Please book your travel through UWA’s Concur travel management system at:** http://www.finserv.uwa.edu.au/news/announcements/mobiles

Have you previously received a GRS travel award? ☐ YES ☐ NO

Do you have other travel funding support? ☐ YES ☐ NO. If yes, provide details here:
### Brief details of purpose and destination of travel:

- **Domestic**
- **Overseas**

**PLEASE NOTE:** YOU MUST ALSO COMPLETE AND ATTACH AN OVERSEAS TRAVEL FORM (OT)
http://www.postgraduate.uwa.edu.au/staff/forms#leave

<table>
<thead>
<tr>
<th>Departure date of travel:</th>
<th>Return date from travel:</th>
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</thead>
</table>

<table>
<thead>
<tr>
<th>Cost of fares:</th>
<th>Funds sought from this application: $</th>
</tr>
</thead>
<tbody>
<tr>
<td>Airline bookings must be through an approved UWA service provider or by using the CONCUR system. Ask your School/Faculty administration for assistance.</td>
<td>Approved award amount (GRSO only): $</td>
</tr>
</tbody>
</table>

### ALLOCATION OF FUNDS

The School will administer funds 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 _ _ _ _ _

Approval by Transactional & Purchasing Support Team Leader - Faculty Finance SDC

Please print name _____________________ Please Sign _____________________

(It is essential that this is signed by the appropriate person)

### 2. STUDENT AUTHORISATION AND SIGNATURE FOR OVERSEAS TRAVEL

- I confirm I have read and will comply with the UWA Travel Policy at: [http://www.finserv.uwa.edu.au/travel/policy](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](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

Signature: _____________________ Date: _____________________

### 3. COORDINATING SUPERVISOR AND GRADUATE RESEARCH COORDINATOR

<table>
<thead>
<tr>
<th>Coordinating Supervisor(s) Signature:</th>
<th>Date:</th>
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</thead>
<tbody>
<tr>
<td>Coordinating Supervisors(s) Name (please print):</td>
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</table>

<table>
<thead>
<tr>
<th>Graduate Research Coordinator Signature:</th>
<th>Date:</th>
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</thead>
<tbody>
<tr>
<td>Graduate Research Coordinator Name (please print):</td>
<td></td>
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</tbody>
</table>

### 3.1 JOINT SCHOOL (if applicable):

<table>
<thead>
<tr>
<th>Coordinating Supervisor(s) Signature:</th>
<th>Date:</th>
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<tbody>
<tr>
<td>Coordinating Supervisors(s) Name (please print):</td>
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</tbody>
</table>

| Graduate Research Coordinator Signature: | 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.

### Insurance

8. Students must comply with the University's Travel Insurance Policy [http://www.safety.uwa.edu.au/policies/travel](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

9. (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.
   10. For overseas travel, awards provide up to a maximum of $1850, inclusive of fares and subsistence.
   11. Except as set out under 7(2) above, the total maximum funding available under the award for each student is $1850.
   12. Reimbursement will be given for airfares only when the air travel has been booked according to University policy, through one of the University's preferred providers.
   13. 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.
   14. 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.