

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: <https://www.dfat.gov.au/international-relations/security/sanctions/Pages/sanctions>.

Please email the completed form **directly** to pghelp@postgraduate.uwa.edu.au

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:
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.	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) Team Leader in Faculty - Approval _____ Date: _____
(It is essential that this is signed by the appropriate person)

SDC (Finance) Team Leader 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 Concur 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 Home Affairs (DHA) 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.

The Travel awards will normally be granted only for travel within a candidate's allocated candidature time. Rules governing the Graduate Research Travel Award can be found in this weblink <http://www.postgraduate.uwa.edu.au/students/policies/travel-award>