

The GRS Board, on the recommendation of the Head of School or Graduate Research Coordinator, may grant a candidate for a research higher degree, an award for travel within Australia or overseas directly relevant to the candidate's research work, including fieldwork, conference attendance and travel to gather research data. The completed form should be submitted to pghelp@postgraduate.uwa.edu.au

SECTION 1 - STUDENT DETAILS

Student Number

Surname

Given Names

Title

School

Degree

 My personal details are correct in studentConnect

Note: Your semester address, home address, and emergency contact must be kept up to date:

student.sims.uwa.edu.au/connect/webconnect

Student visa expiry date (if applicable)

If you have held a scholarship in the past 12 months, please complete the following:

Name of scholarship(s)

Scholarship expiry date (dd/mm/yy)

1.

2.

3.

SECTION 2 - UNIVERSITY TRAVEL

COVID-19 travel restrictions: Any approved travel must comply with the latest travel restrictions.

wa.gov.au/organisation/department-of-the-premier-and-cabinet/covid-19-coronavirus-travel-and-quarantine

uwa.edu.au/covid-19-faq/2---travel-advice

Before booking travel, ensure you read the **Finance Policy** and **Travel Expenditure Financial Control Document**.

uwa.edu.au/policy/home (Code of Conduct > Integrity > Finance)

Travel and related expenditure funded by the University should comply with the requirements of the **Travel Expenditure FCD**.

All travel funded by the University must be booked and approved through UWA's Travel Management System, **SAP Concur**.

<https://myapplications.microsoft.com/> (UWA Travel Hub > Online Booking Tool - Concur)

All expenses must be claimed and reimbursed through the University's expense system, **SAP Concur**.

Approved travel is covered by the University's corporate **travel insurance**. Travel to high risk destinations or for coverage of non-standard items may require the purchase of additional insurance at the individual's own expense.

spp.uwa.edu.au/riskandlegal/insurance/travel

SECTION 3 - ELIGIBILITY

3.1 I have read the **Rules Governing the Graduate Research Travel Award**?

Yes No

postgraduate.uwa.edu.au/students/policies/travel-award

3.2 I am enrolled in a higher degree by research with a standard course duration of at least two years (full-time equivalent)

Yes No

3.3 I am not a member of academic staff of this or any other higher education institution, or a person in employment which provides access to travel subsidies

Yes No

3.4 My research proposal has been approved by the relevant board

Yes No

Note: If you are not enrolled in a course administered by the Graduate Research School, you must provide evidence that your research proposal has been approved (please attach)

SECTION 4 - TRAVEL DETAILS

- 4.1 Travel Purpose** Conference Fieldwork Research Other
- 4.2 Where** Within Western Australia Interstate Overseas

Note: If travelling overseas, you must also apply for approval for overseas travel (*please attach*)

4.3 Trip Description

4.4 Departure Date (dd/mm/yy)

Return Date (dd/mm/yy)

4.5 Leave Start Date (dd/mm/yy)

Leave End Date (dd/mm/yy)

Note: Provide leave dates if taking annual recreation leave during your period of travel

4.6 Is your fieldwork or other off-campus activities hosted by a **Research End User (REU)**? Yes No

If YES, provide details

4.7 If travelling overseas, have you read the **working overseas guidelines**? Yes No

safety.uwa.edu.au/topics/off-campus/working-overseas

4.8 If travelling for fieldwork in rural and remote locations, have you read the **fieldwork in rural and remote areas** procedures? Yes No

safety.uwa.edu.au/topics/off-campus/field-work-remote

SECTION 5 - EXPENSES

5.1 Provide an estimate of each component of travel as accurately as possible

- (1) conference registration and booking fees \$
- (2) transport costs and booking fees \$
- (3) accommodation and booking fees \$
- (4) insurance policy costs \$
- (5) meals and other expenditure \$
- (6) visa/consulate documents \$

5.2 What are the anticipated **total costs** of your travel? \$

5.3 Amount requested from the **Graduate Research Travel Award** \$

SECTION 6 - ALLOCATION OF FUNDS

Business Unit

Project/Grant

Signature of SDC Finance Manager (*or authorised delegate*)

Name

Date (dd/mm/yy)

SECTION 7 - ENDORSEMENT BY STUDENT

I confirm that the information I have provided is true and correct

Signature of student

Date (dd/mm/yy)



Student visa holders only: I am aware of the student visa implications that this application may cause and that I'm required to contact the Department of Home Affairs for visa related enquiries

SECTION 8 - COORDINATING SUPERVISOR AND GRADUATE RESEARCH COORDINATOR APPROVAL

Signature of Coordinating Supervisor

Date *(dd/mm/yy)*

Name

Signature of Graduate Research Coordinator

Date *(dd/mm/yy)*

Name

Comments

SECTION 9 - JOINT SCHOOL APPROVAL (IF APPLICABLE)

Signature of Coordinating Supervisor

Date *(dd/mm/yy)*

Name

Signature of Graduate Research Coordinator

Date *(dd/mm/yy)*

Name

Comments

SECTION 10 - GRS USE ONLY

Approved

Not approved

Comments