



**Postgraduate Travel
Overseas / Australia**

1. APPLICANT DETAILS

Name: _____ Student No: _____
Last Name Given Name

Department: _____ Bldg. Code: _____

Phone Nos: _____ Email: _____

2. TRAVEL DETAILS

a. Period of Travel: From ____ / ____ / ____ to ____ / ____ / ____

b. Travel destination(s): _____

c. Proposed activities: _____

d. Approximate Expenses: \$ _____

Expenses to be drawn from the following account or accounts:

Classification	Resp. Centre	Project code	Account Name	Amount
-----	-----	-----	_____	\$ _____
-----	-----	-----	_____	\$ _____

Student Signature: _____ Date / /

3. RECOMMENDATION/APPROVAL



Travel recommended

a. Academic Supervisor

Comments _____

Supervisor Signature: _____ Date / /

b. Funds Approval

Supervisor / Chair of Department: _____ Date / /

School Finance Manager: _____ Date / /

c. Head of School

Comments _____

Head of School Signature: _____ Date / /

4. SEND Copy to Supervisor & Risk Management Office