

STAFF INTERNATIONAL/INTERSTATE TRAVEL PLAN

A completed Travel Plan provides the University with the relevant information and contact details and supports :

- comprehensive planning to utilise the trip most effectively;
- contact with the traveler in the event of any emergencies or unexpected occurrences;
- comprehensive budgeting for travel on behalf of both the traveler and the funding entity, &
- the University's commitment that all its dealings are characterized by openness and transparency and conform to best academic and financial standards.

A Travel Plan which addresses the areas listed above will provide most of the details required for the Monash University Travel Diary which must be provided to the Faculty / Directorate International Travel Officer on completion of the trip.

Staff Member Details:

Name: _____

Staff ID: _____

Department/Unit: _____

Faculty/Division: _____

Phone: _____

Email: _____

Emergency Contact Details:

Name: _____

Relationship to Staff Member: _____

Phone: (h) _____ / (m) _____

Travel Summary:

Australia Departure Date: _____

Australia Return Date: _____

Travel Check and Immunisations:

Pre-Travel Health Check and necessary immunisations provided by the University Health Services/Personal Doctor Yes No

Date: _____

Itinerary:

Please fill in the fields below and delete any additional Destinations if not required.

Destination 1

Country: _____

City: _____

Arrival Date: _____

Departure Date: _____
(dates should be in format dd/mm/yyyy)

Transit Days: _____

Business Days: _____

Personal Days: _____

TOTAL DAYS: _____

Destination 2

Country: _____

City: _____

Arrival Date: _____

Departure Date: _____
(dates should be in format dd/mm/yyyy)

Transit Days: _____

Personal Days: _____

Business Days: _____

TOTAL DAYS: _____

Destination 3

Country: _____

City: _____

Arrival Date: _____

Departure Date: _____
(dates should be in format dd/mm/yyyy)

Transit Days: _____

Personal Days: _____

Business Days: _____

TOTAL DAYS: _____

Costs:

Travel Agent to be used for booking:

- HRG
- VOYAGER TRAVEL
- Other (please specify name and reason for using) _____

Note: A travel agent other than preferred Travel Management Company (TMC) HRG or Voyager can be used only under specific conditions. Refer to section 4.5 of the Monash University Staff International Travel Policy and Procedures for Australian-based Staff at

<http://sssd.adm.monash.edu.au/ssssq/inter>

The Travel Advisory Office must be contacted to enable manual registration when a TMC other than HRG or Voyager is used.

	Details*	Cost (\$)
Mode of Transport		
-Airline		
-Train		
-Other		
Accommodation		
Conference Registration		
Meals / Allowances		
Other		
TOTAL COST (\$)		

** Note: This section should provide information such as Airline name, flight/train numbers, name of accommodation/conference, types of allowances if applicable etc.*

Funding:

\$ xxxx G03001 Fund No:

Additional Information:

Passport Number (if not already supplied in resX or Serko Traveller Profiles

http://www.firm.monash.edu.au/travel/profiles/index.html#profile_access): _____

Types of Visas Required: _____

Current DFAT Warning Level for Destination/s: _____

Staff Member Declaration:

- I have applied for insurance with Monash University's Insurance Office
<https://www.firm.monash.edu.au/insurance/restrictedaccess/businesstravel/request.html>
- I have sought FBT advice, when private travel is included with business travel, from
fbthelp-1@adm.monash.edu.au
- I have sought medical advice regarding travel health and necessary immunisations

Signature: _____ Date: _____
(Staff Member)

Head of School Approval:

Name: _____
Position Title: _____
Faculty/Division: _____

Signature: _____ Date: _____
(Head of School)

PVC Gippsland Approval for International Travel:

Name: _____
Signature: _____ Date: _____

In the event of an emergency, it is a requirement that a copy of the Monash University Travel Plans and itineraries are lodged with the Gippsland Finance and Resources.