

Faculty of Arts - Travel Approval Request

Name(s):		
Staff/Student ID No:		
Discipline:		
Phone:		
Application date:		
What is the primary purpose of the trip? Research, Teaching (pls specify program/subject) New business Development, OSP, Contract Negotiation, Graduation Other (pls specify) (For Conference/Seminar travel, please provide supporting letter of invitation etc).:		
Your E-mail address:		
Fund/s & Amount to be Charged:	Fund:	Amount:
Insurance - International Travel only - Responsibility of the Traveller:	Please go to: http://www.firm.monash.edu.au/insurance/	

Date from	Date to	Country (International only)	City	Accommodation Required Yes/No

MONASH UNIVERSITY POLICIES ON FRINGE BENEFITS TAX (FBT) AND TRAVEL

Note: Detailed information on Monash policies in relation to FBT and travel can be found on the Corporate Finance website, at <http://www.adm.monash.edu.au/finance/taxation/FBT/travel.html> The following summary is provided as a guide only. If you have any questions, please consult the Resources Manager before making your travel arrangements.

IN ORDER TO ENSURE COMPLIANCE WITH MONASH UNIVERSITY POLICY:

- (1) TRAVEL BOOKINGS WILL NOT BE MADE AND TRAVEL-RELATED EXPENSES WILL NOT BE REIMBURSED UNLESS ALL SECTIONS OF THIS REQUISITION FORM ARE FULLY COMPLETED AND THE FBT DECLARATIONS ARE SIGNED.

FOR TRIPS OF FIVE OR MORE CONSECUTIVE NIGHTS, RETROSPECTIVE CLAIMS FOR PAYMENT / REIMBURSEMENT OF TRAVEL EXPENSES WILL NOT BE PROCESSED UNLESS A TRAVEL DIARY HAS BEEN SUBMITTED.

Staff Member Declaration:

- I have updated my emergency contact on ESS (ensuring it is not the person I am travelling with).
- I have sought FBT advice, when private travel is included with business travel, from fbthelp-1@adm.monash.edu.au

FRINGE BENEFITS TAX (FBT) DECLARATIONS:

DECLARATION BY REQUESTOR

I have read the guidelines on the cover of this form and I hereby declare that:

- The travel expenses contained in this form relate to business and/or private travel as follows:
..... days business travel relating directly to my employment at Monash University
..... days business travel relating directly to my studentship at Monash University
..... days of private travel
- A leave form is attached, covering the entire period of my absence from the University and specifying conference leave, annual leave has been requested through ESS and/or LSL as appropriate (essential - fixed-term and continuing employees only).
- Where required, I will provide a Travel Diary within five working days of my return, in accordance with the guidelines on the Corporate Finance website at <http://www.adm.monash.edu.au/finance/taxation/FBT/travel.html>
- If FBT is deemed to be applicable to these expenses, then I agree to pay the following percentage of the total expenses from my own pocket:
 0% 50% other amount (specify maximum \$ or %

- I will complete a travel diary at the end of my trip (**applies to domestic travel only if staff are away from home for a total of more than five consecutive nights**)
- I have applied for insurance with Monash University's Insurance Office (**applies to domestic travel only if staff are away from home for a total of more than five consecutive nights**)

Note - **If Insurance warnings exist**, then the Authorizing Officer will need to check with the **University Insurance Manager** John.Freeman@adm.monash.edu.au

Contact: (03) 9905 6365

whether insurance can be obtained for the proposed destination. These issues will be treated on a case-by-case basis. If an exemption is sought, then application will need to be made to the Deputy Vice-Chancellor (International).

International Travel please complete the following also:

- I have identified and applied for the relevant VISA/s required for my travel
- I have sought medical advice regarding travel health and necessary immunisations
- I have checked the current DFAT warning rating is _____ for the relevant area.

Note – **If a DFAT travel warning of levels 5, 6 or 7 exists**, then the Authorizing Officer will need to check with the **University Security Manager**

Russell.Gammie@adm.monash.edu.au

Contact: (03) 9905 1316

Mobile & A/H 0400 871 958

who will advise on a case-by-case basis. If an exemption is sought, then application will need to be made to the Deputy Vice-Chancellor (International).

Signature: _____
(Staff Member)

Date: _____

Signature of Authorising Section Head

Date: / /20__

*International Travel Requires
Signature of Head of School*

Date: / /20__

*International Travel Requires
Signature of Dean of Faculty*

Date: / /20__