

## Staff Travel Declaration:

- Should your return to Australia be delayed, you may be liable for costs which may be incurred, such as additional accommodation, insurance, or travel costs. It is encouraged to ensure adequate resources to cover this situation
- If your return to Australia is delayed or you are unable to return to Australia to undertake your normal duties at work, the University may require you to take leave (including leave without pay) or reduce your work fraction to cover those duties which can be completed to the University's satisfaction from overseas. The University would take this action only if necessary and reasonable given the duration of any delay and the nature of your work duties.
- I confirm I have read and understood the University Travel Policy and will act in accordance with it.
- I agree that I have private travel insurance for any private days as noted in the Detailed Travel Schedule
- I agree to monitor the smartraveller website with any changes to the destination travel advice prior to departing and whilst travelling

I understand and accept these conditions:

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_