

WESTERN SYDNEY UNIVERSITY



Translational Health Research Institute (THRI) Travel Pre-Approval Form

Name / Title Staff/Student ID Enrolment (e.g. PhD) Department/Unit & Campus

Traveller Type Domestic/International

Reason for travel If 'Other'? *Outline reason for travel*

Name of Conference or Details of Meeting

Venue/City/Country Presentation Type

Presentation Title

Will any other Staff or Students be travelling to this location? If so, please list:

Benefit to THRI (*for international travel include University alumni functions / non-conference events*)

TRAVEL PREFERENCES

Departure Date: Arrival Home Date:

Preferred Flights (*include details of proposed outbound and inbound flights e.g. flight number & times*)

Preferred Accommodation - (Address must be included)

WSU does not allow bookings through AirBnb, Booking.com, TripAdvisor, Expedia or other portals under any circumstances

Accommodation Dates (*excluding personal leave*) Check-in: Check out:



FINANCE FOR THIS TRAVEL

ESTIMATED COSTS in Australian currency (*do not include costs paid for by another organisation*)

Flights Accommodation Registration Ground Transport Meals Incidentals

HOW IS THE TRAVEL FUNDED? *Include all sources with a WSU project code below.*

Please note: It is the traveller's responsibility to ensure a claim for reimbursement is made

Cost Centre #1 Project Code #1 Amount

Cost Centre #2 Project Code #2 Amount

Cost Centre #3 Project Code #3 Amount

Sum of estimated travel costs:

Only complete the following section if travelling on a research grant:

If grants are to be charged name funding body/bodies (e.g. NHMRC)

I confirm travel is permissible within the terms of this grant:

THESE DOCUMENTS MUST BE ATTACHED TO THE PRE-APPROVAL FORM - please tick inclusions

Detailed Travel Schedule - complete at https://www.westernsydney.edu.au/finance_office/finance/travel_and_expense_management_system_tems (3rd red box right-hand side of webpage) then save as pdf

Flight & Accommodation quote for international travel (obtained through TEMS or an online portal e.g. Qantas, Webjet)

Yearly Travel Plan

Conference abstract and conference flyer and/or invitation if attending business meetings/presenting research/teaching

Updated IRP (HDR Students only)

Only if travel is funded by grant(s), attach a balance available report from Chris Martin

I confirm that I have read and understood the Western Sydney University Travel Policy Yes
<https://policies.westernsydney.edu.au/document/view.current.php?id=268>

Traveller Date

Traveller Signature

Supervisor Date

Supervisor Signature

Institute Manager (Review of funding) Date

Institute Manager Signature

Pre-approval (Institute Director) Date

Pre-approval Signature