STAFF OVERSEAS TRAVEL
APPLICATION FORM

Personal Details:

Given Name: 
Family Name: 
School/Dept: 
Faculty/Div: 
Position: 

Overseas Travel Details:

Purpose/s for Travel: 

Date of Travel:

QUT Business: 
Beginning: 
End: 

Recreation or other Leave: 
Beginning: 
End: 

Attached is a travel itinerary including destinations and contact details.

Please provide your contact email address while travelling, if other than your QUT address:

Details of Costs to be met by QUT:

<table>
<thead>
<tr>
<th>Item</th>
<th>Amount</th>
<th>Account Codes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Airfare</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>Accommodation</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>Sustenance</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>Conference Fees</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>Other Expenses</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>TOTAL</td>
<td>$</td>
<td></td>
</tr>
</tbody>
</table>

Source of any external funding: 


Emergency Contact Details:

Please identify the person you would like QUT to contact in the event of an emergency:

Name: ____________________________

Relationship: ____________________________

Address: ____________________________

Contact telephone number(s): (h) ____________________________ (w) ____________________________

Mobile: ____________________________

Email: ____________________________

☐ I have checked the latest Department of Foreign Affairs and Trade (DFAT) Travel Advice for relevant destinations [www.orao.dfat.gov.au](http://www.orao.dfat.gov.au) and undertake to follow any instructions included in such advice.

☐ I have read the Staff and Student Overseas Travel Protocol and undertake to follow instructions as outlined in the Protocol.

Applicant:

Signature: ____________________________ Date: ____________________________

Application Support: (Head of School/Department)

☐ I have checked the latest University travel advice and the DFAT Travel Advice and have also considered any risk involved with this travel. In addition, I have considered the need for this travel, discussed the risks and DFAT Travel Advice with the staff member and support the request to travel.

Signature: ____________________________ Date: ____________________________
Approval: (Dean/Head of Division)

☐ I approve the request to travel and have filed a copy of the travel itinerary including emergency contacts.

☐ DFAT advises Australians not to travel to this destination(s). However, given the urgent requirements to travel, I recommend that the proposed travel be approved by the Vice-Chancellor.
   (Attach the relevant information for the Vice-Chancellor's consideration)

Signature: ___________________________ Date: ______________

After approval, the Faculty/Division must retain the original form. If the booking was not made through the University’s Travel Providers, details of the itinerary must be provided to qut.finpo@qut.edu.au