

APPLICATION TO TRAVEL – CPHMVS

Please note: All sections must be completed and relevant attachments included. If not applicable please indicate N/A.

If no bookings are required via Concur (e.g. flight carrier not available through Concur/ bookings outside policy) extra approval **MUST** be sought from the College Manager or Dean depending on Domestic or International travel.

Completed and approved forms must be uploaded to Concur with relevant attachments as proof of approval to travel when booking via Concur.

Student Name:					
Primary Purpose of Travel:					
Travel Dates:		Destination(s):			
Account/s to be Charged:		Account Balance:			
Is this trip to be funded from other sources? Yes No Organisation:					
<i>For Students:</i>					
Student Number:	Student Supervisor:	College of Enrolment:			
Student Mobile Number :		Student Email:			
Emergency Contact (name & mobile number):					
Details of Expected Expenditure:		Method of Travel (Flights/Vehicle):			
Airfares	\$	CTM Booking Fee	\$		
Accommodation	\$	Registration Fees	\$		
Meals	\$	Other Expenses	\$		
Ground Transport costs	\$	Description of Other Expenses:			
TOTAL:	\$				
Travel Diary: <u>Please indicate if there is a private travel component.</u>					
Activity	Start Date	Start Time	Finish Date	Finish Time	Location of Activity

Reason for using a private vehicle if one will be used for this trip:	
Vehicle Registration Number, Make, Model:	
The vehicle is not salary sacrificed under the University's program and is covered by a Full Comprehensive Insurance Policy which covers business travel.	
Will a Riskware Fieldtrip submission be required?	YES NO
<u>If 'Yes', confirmation of approved Riskware Fieldtrip submission is attached</u>	
Field trip definition: Any approved work / activity for the purpose of work, study or research that is conducted by JCU staff, postgraduates and undergraduate students and volunteers at various field sites which are off campus. This includes urban, rural, terrestrial, freshwater, marine or remote locations. Remote field trips: those that occur in locations where medical assistance cannot be provided within half an hour in an emergency situation due either location, time, or nature of field trip.	
The following types of travel are not considered field trips: i. Inter-campus travel (Townsville, Cairns, Singapore) ii. Visits to urban office locations iii. Non-campus meetings (*except in remote areas) iv. Attending conferences	v. Visits to urban areas where participants are considered to be an audience vi. Location reconnaissance in an urban area vii. Travel within an urban area viii. Travel to research stations for non-field or laboratory work (eg meetings/maintenance work on buildings)
Risk Assessment Definition: Activities that require individual risk assessment include but are not limited to: (Please check those that apply) • Working Alone (this includes door knocking in cities on your own) • Remote field trip, bushwalking • Boating, diving and snorkelling • Four wheel vehicle driving on unsealed or gravel roads • Operation of firearms and other weapons • Cliff walking, rock climbing, caving • Operation of All Terrain Vehicles (ATV)	Smart traveller check completed: Immunisation required: Visa required:

Applicant's signature (Student):

Date:

Supervisor/Account Holder Signature:

Date:

College Manager/ Dean Approval for manual requests:

Date:

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