



International Travel Bookings HDR Students

Documents for applying for international travel

Forms you need to complete or provide:

1. Financial Form
 2. International Travel Plan
 3. MIGR Study Away/Travel Grants Application Form
 4. Travel Insurance Card
 5. DFAT travel advisory for the country travelling to
 6. Copy of Abstract
 7. Copy of acceptance from Conference Organiser
 8. Travel Grant Report for MIGR (to be completed on return of trip)
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1. Financial Form available from the MAE general office.
This requires:
 - Supervisor's signature
 - Supervisor's cost centre & fund code
 - Operations Manager's signature
 - Department's cost centre & fund from Operations Manager
 - Faculty's cost centre & fund from Operations Manager (if eligible for Faculty travel assistance)
 2. International Travel Plan document. Available from the department of Mechanical & Aerospace Engineering (MAE) general office.
 3. Monash Institute of Graduate Research (MIGR) Study Away/Travel Grants Application Form. See links for application form and guidelines. Information is also attached.
 - Form requires Supervisor's support and signature
 - Available from link:
<http://intranet.monash.edu.au/migr/candidates/scholarships/grants/travelgrant.html>
<http://www.monash.edu.au/migr/support/scholarships/grants/>
 4. Travel Insurance Card
 - Available from link:
<http://intranet.monash.edu.au/finance/firm/insurance/businesstravel/index.html>
<http://intranet.monash.edu.au/finance/assets/attachments/emergency-assistance-ecard.pdf>
 5. DFAT Travel Advisory
 - Available from link:
<http://www.smartraveller.gov.au/zw-cqi/view/Advice/Index>



Process for applying for international travel

1. All documents should be completed and passed to the MAE Academic Programs Manager.
2. Documents will be forwarded to the Head of Department (HoD) for approval.
3. Documents are scanned and forwarded to the Faculty office for approval by the ADRT.
4. Documents are then forwarded by the Faculty to MIGR.
5. HDR students are emailed confirmation.
6. A signed copy of your travel documents are retained in the HoD's office & Academic Programs Manager.

Booking International Travel Arrangements for HDR Students

1. Travel arrangements can be booked either through Campus Travel, Voyager Travel the preferred university provider (see other options in 2). Quotes can be obtained by emailing details of travel requirements. Both travel agencies are monash@voyagertravel.com.au, monash@campustravel.com.au
2. Alternatively, flights can be arranged via the WEB on-line flight bookings for any airline or by STA Travel and usually the lowest price option should be chosen.
3. Once the HDR student has decided on which booking method is most appropriate a copy of the approved travel documentation with financial approval and the travel booking can be taken to the Purchase to Payments (P2P) Hub located at 18 Alliance Way, (Building 32). This documentation will have the cost centre and fund along with the Head of Departments approval. A copy of the signed approval and financial support form can be obtained from the HoD's office or Academic Programs Manager.
 - If you use a travel agencies please ask them to email a copy of the quote, itinerary with cost details to tamara.melder@monash.edu in the P2P Hub When you go to the Hub and show your approved travel documentation they will then pay for the flights, accommodation, registration etc directly.
 - If you wish to book directly on-line on the Web you will need to go to the P2P Hub taking the flight/accommodation/registration information etc that you have obtained. You will be directed to a computer in the P2P Hub where you will need to log on and bring up the flight/accommodation/registration information. Tamara Melder will then pay directly using the university corporate credit card.
 - Conference Registration and accommodation bookings should be taken to the P2P Hub along with the signed and approved documentation for direct payment.



MONASH University

Department of Mechanical & Aerospace Engineering

- Payment of expenses incurred while travelling on a conference which were not paid for directly by the P2P Hub can be reimbursed via the student Reimbursement Claim Form based on availability of total funds available to travel.
- If flight, conference registration and accommodation have already been paid by the HDR student the Reimbursement form is available from Reception, G03, 17 College Walk (Building 31).
- Claim Form for students is available from Reception, G03, 17 College Walk (Building 31).

For further information please contact either the Academic Programs Manager Bev Pearce Ext 51971 bev.pearce@monash.edu or Juliann P Smith Ext 53566 juliann.pavlekovich-smith@monash.edu



Postgraduate Research Travel Grant

Guidelines

Instructions to candidates:

1. Commence preparation of your application at least six (6) weeks before you travel.
2. Applications will NOT be considered retrospectively and will be rejected.
3. No candidate will receive more in total than the nominated ceiling amount (currently \$1175) from central funds over the whole period of their candidature.
4. Candidates awarded an Access Equity travel grant are **ineligible** to apply for a standard travel grant at a later date during their candidature, and vice versa.
5. Applicants travelling overseas are required to complete the following section and attach the Staff/HDR Candidate International Travel Plan available from <http://www.adm.monash.edu.au/human-resources/forms/travel-plan.doc>.

Postgraduate Research Travel Grant and Study Away from Monash University (interstate and overseas)

Travel grants assist with the travelling expenses of doctoral and research masters candidates who wish to interact with researchers, undertake data collection, learn new techniques, pursue research in specialist archives, collections, undertake field trips, surveys and interviews, and to utilise specialist equipment or resources not available at Monash University.

TRAVELLING EXPENSES MEANS AIRFARES OR OTHER FARES AND ASSOCIATED TAXES BUT NOT ITEMS SUCH AS VISAS, TRAVEL INSURANCE, CONFERENCE REGISTRATION OR ACCOMMODATION.

Eligibility to travel to attend a conference (interstate and overseas)

To be eligible the applicant must:

- be currently enrolled, either as a doctoral or Masters (66 - 100% research) candidate at Monash University either resident in Australia or overseas, and have completed the confirmation of candidature process
- be presenting a paper or poster at a conference OR conducting research/fieldwork
- be principal author of the paper being presented, which must cover original, ongoing research, be largely the postgraduate's own work, report recent findings and be directly related to the applicant's thesis topic
- if a full-time doctoral candidate, be less than 42 months full-time equivalent enrolled in candidature, on the date of the conference
- if a full-time Masters candidate, be less than 24 months full-time equivalent enrolled in candidature on the date of the conference
- be an Indian Institute of Technology Bombay (IITB) candidate whilst in Australia who will be entitled to the Travel Grant Scheme if presenting a paper or poster at a conference OR conducting research/fieldwork in Australia or overseas.



NOTE: In exceptional circumstances, Academic Units may submit justification for an application from a candidate outside the eligibility periods; for example, where conferences occur only once every four years and it is the only opportunity available to the candidate to present their work. Full details must be provided by the supervisor in SECTION 3 or by separate email (Length of candidature) of this application form.

Ineligible

- A candidate who is also a member of staff at Monash with appointments of 0.5 fraction or greater is not eligible unless the research degree is being undertaken in an entirely different academic unit/budget unit from any staff appointment.
- A candidate who is eligible for a staff travel grant scheme at Monash is not eligible for a postgraduate travel grant.
- A candidate who is on intermission from candidature for the period of the proposed conference/research travel is ineligible.
- Applications for travel for the sole purpose of the annual mandatory period of residency at the campus of enrolment will not be considered.
- Candidates who have not completed the confirmation of candidature process
- Candidates who have submitted their thesis for examination are not eligible to access funding under the travel grant scheme.

External candidates

Research candidates, who are formally approved as external mode candidates and who are required to attend a Monash University campus in order to carry out part of their research project or to present their work at a conference, may apply for a grant to travel to the University from their approved location of external mode enrolment.

Maximum Value of a Grant

The table below shows the grant level required from the faculty for various destinations.

Faculties/Academic Units may increase their contribution beyond the required level. Academic Units and Centres may, at their discretion, provide separate funding for these other expenses. **Table for**

Postgraduate Research Travel Grant zone rates.

Zone	Conference or Study Location	Required matching Faculty/Academic Unit Grant \$	Maximum Central Grant \$
1	Adelaide, Canberra, Hobart, Newcastle, Sydney	80	100
2	Gold Coast, Brisbane	120	150
3	Cairns, Darwin, Perth, Townsville	200	250
4	Auckland, Christchurch, Wellington	240	300
5	HongKong, Manila, Taipei, Bangkok, Jakarta, Kuala Lumpur (MUM), Singapore, Shanghai, Tokyo	460	575
5b	India	640	800
5c	Iraq, Kuwait, Kyrgyzstan	880	1100
6	Africa (MSA), Frankfurt, London, Los Angeles, New York, Paris, Rome, San Francisco, Toronto, Zurich, South America	940	1175



No candidate will receive more than the nominated ceiling amount of \$1175 from central funds over the entire period of their candidature. This means that second and subsequent grants may not be at the full zone rate.

IMPORTANT: You must attach a copy of your accepted abstract, clearly stating your name as the author and Monash University as your institutional affiliation. You must also attach a written statement from the conference confirming that your abstract has been accepted for presentation. **APPLICATIONS WITHOUT THESE SUPPORTING DOCUMENTS WILL NOT BE CONSIDERED AND WILL BE RETURNED.**

You must attach an itinerary of the research/fieldwork you will be undertaking, as well as any registrations, invitations or email confirmations exchanged between you and a third party. **APPLICATIONS WITHOUT THESE SUPPORTING DOCUMENTS WILL NOT BE CONSIDERED AND WILL BE RETURNED.**

Reimbursement of expenses

Applicants will receive a letter of confirmation within two (2) weeks of the application being received by Monash Institute of Graduate Research. Academic Units will be notified of the names of successful applicants and credited the allocated central contribution amounts. **SUCCESSFUL CANDIDATES SHOULD CONTACT THEIR ACADEMIC UNIT FOR REIMBURSEMENT OF THEIR TRAVEL COSTS.**

Report

A student report must be submitted to Monash Institute of Graduate Research by the travel grant awardee upon his/her return to home campus. Download a report form at:

<http://intranet.monash.edu.au/migr/candidates/scholarships/grants/travelgrant.html>

APPLICATION FOR STUDY AWAY GUIDELINES

**Doctoral and MPhil candidates, and/or scholarship holders apply to MIGR.
Masters candidates must apply to faculty for Study Away approval.**

- This application needs to be submitted for **all periods of overseas travel**. For interstate travel, a study away application does not need to be submitted if travel is for a period that is less than six weeks.
- Students may request up to a maximum of one year study away during their period of candidature.
- Study away will not normally be approved for students in the Faculty of Arts prior to confirmation of probationary candidature.
- All study away applications should be submitted to the Monash Institute of Graduate Research **at least 4 to 6 weeks prior to departure**.
- On return from an approved period of study away students will be required to lodge a **Resumption Form**.
- Please note that you will be advised of the outcome of this application via your **student email ONLY** (eg xxx1@student.monash.edu.au). Please ensure that you access this email on a regular basis.

Please note that information provided in this form will help us to contact you in case of an emergency.

Security and Risk Management for Overseas Travel

- Please note that the university's international travel policy and procedures also apply to postgraduate research students. A copy of the travel policy is available at: <http://www.adm.monash.edu.au/workplace-policy/international/procedure-staff-international-travel.html>



- All students are required to read the latest travel advisories for the country where they will be travelling and attach a copy of the advisories to their application for study away. These advisories can be accessed via <http://www.smartraveller.gov.au/>
- Travel to countries or regions where the **DFAT warnings** are: **Reconsider your need to travel** or **Do Not Travel**, will only be considered in exceptional circumstances and all such applications require prior approval from the Deputy Vice Chancellor (Global Engagement) **regardless of whether the country you are travelling to is your home country.**
- In cases where applications for Study Away include countries or regions where the **DFAT warnings** are: **Reconsider your need to travel** or **Do Not Travel**, the Travel Plan must also include a Security/Safety Plan. The Staff/HDR Candidate International Travel Plan, along with information on what needs to be included in the Security/Safety Plan, is available from: <http://www.adm.monash.edu.au/human-resources/forms/travel-plan.doc>
- More information about the University's international travel policy can be found at: <http://www.adm.monash.edu.au/workplace-policy/international/procedure-staff-international-travel.html#1>

Travel Bookings

- Monash University uses two preferred travel management companies, HRG (Australia) and Voyager Travel Corporation (Voyager). As the University checks the market regularly through a tender process, the preferred providers are always competitive. Consequently, postgraduate research students are encouraged to use these companies. Use of the university's preferred Travel Management Company ensures automatic registration on the *FlightLock* system. The *Flightlock* system is a traveller monitor system that enables early warning where travellers are in areas identified by the Academic Unit of Foreign Affairs and Trade (DFAT) as potentially dangerous.
- **Travel Insurance** All students travelling on approved study away are automatically covered for up to 180 days (domestic and international travel) by the University's travel insurance policy with Accident Health Insurance (AHI). If you travel for more than 180 days, you must contact the insurance office directly. For more information please refer to Insurance Services website located at: <http://intranet.monash.edu.au/finance/firm/insurance/businesstravel/index.html>
- For international travels, [the AHI Assist 24/7 Emergency Hotline E-card](#) acts as proof of your insurance and provides contact details in case of an emergency. All travellers should print this card and carry it throughout their journey. Domestic travellers are not required to carry the E-card.
- Please note that those students who travel to countries where the DFAT warning **Reconsider your need to travel** or **Do Not Travel**, may not be covered for evacuation expenses should this become necessary.

Pre Travel Health Check for Overseas Travel

- A pre-travel health check is an important part of planning any international travel. A pre-travel health check can be undertaken at any of the university's health services or by your personal doctor. It is important that you make an appointment sufficiently in advance of any travel, to allow adequate time to follow through with recommended health advice and appropriate vaccinations if required.

NOTE: For all enquiries regarding pre-travel health checks, travel insurance and reimbursement of travel costs, please contact the Administrative Officer in your academic unit.



Please note that the university's international travel policy and procedures also apply to postgraduate research students. A copy of the travel policy is available at the department of Mechanical & Aerospace Engineering Office.

- On return from an approved period of study away students will be required to lodge a **Resumption Form**.
- Periods of annual leave taken overseas need not be reported. Annual leave should be negotiated with your supervisor(s).
- Study away will not normally be approved for candidates in the Faculty of Arts prior to confirmation of probationary candidature.
- Candidates are required to maintain regular contact with their supervisor while on approved study away.
- International students must seek advice from Monash International prior to any period of study away.

Travel Bookings

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Use of the university's preferred Travel Management Company ensures automatic registration on the *FlightLock* system. The *Flightlock* system is a traveller monitor system that enables early warning where travellers are in areas identified by the Department of Foreign Affairs and Trade (DFAT) as potentially dangerous.

Security and Risk Management for Overseas Travel

DFAT issues travel advisories for Australian travellers. Candidates are required to read the latest travel advisories for the country where they will be travelling and attach a copy of the advisories to their application for study away. These advisories can be accessed via www.dfat.gov.au/travel. **Travel to countries with travel advisories categorised as Reconsider your need to travel or Do Not Travel, will only be approved in exceptional circumstances and requires approval from the Vice Chancellor or Deputy Vice Chancellor (International).**

NOTE: Information provided in this form will help us to contact you in case of an emergency.