

Department of Mechanical & Aerospace Engineering

A completed Travel Plan provides the University with the relevant information and contact details and supports the following:

- Comprehensive planning to utilise the trip most effectively
- Contact with the traveler and or nominated emergency contact in the event of any emergencies or unexpected occurrences
- Aids the traveler with recognising the need to have an agreed security/safety plan in place before departure
- Comprehensive budgeting for travel on behalf of both the traveler and the funding entity & the University's commitment that all its dealings are characterised by openness and transparency and conform to best academic and financial standards.

A Travel Plan which addresses the areas listed above will provide most of the details required for the Monash University Travel Diary which must be provided to the Faculty / Directorate International Travel Officer on completion of the trip.

Staff Member / HDR Candidate Details:	
Name:	
Address	
Student ID:	
Department/Unit:	
Faculty/Division:	
Phone:	
Mobile:	
Email:	
Student Email:	

Emergency Contact Details:	
Name:	
Address:	
Email:	
Relationship to Staff Member / HDR Candidate:	
Phone:	

Travel Summary:	
Australia Departure Date:	___/___/___
Australia Return Date:	___/___/___

Travel Check and Immunisations:	
Pre-Travel Health Check and necessary immunisations provided by the University Health Services/Personal Doctor: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Date:	___/___/___

Primary purpose of travel:

Please check the appropriate option and use the space below to provide additional detail if required.

- | | |
|--|---|
| <input type="checkbox"/> Research | <input type="checkbox"/> OSP |
| <input type="checkbox"/> Conference (please specify name) | <input type="checkbox"/> Contract Negotiation |
| <input type="checkbox"/> Teaching (please specify program/subject) | <input type="checkbox"/> Graduation |
| <input type="checkbox"/> New Business Development | <input type="checkbox"/> Other (please specify) |

Provide a statement of additional details:

Proposed Work Activities:

Please outline proposed work activities, including dates and anticipated number of hours/days of meetings/conferences etc and the outcomes anticipated for the University*

Date	Place	Time	Name/Description of Activity
___/___/___			
___/___/___			
___/___/___			
___/___/___			
___/___/___			
___/___/___			
___/___/___			
___/___/___			
___/___/___			
___/___/___			

*Note: This information may provide some of the detail required for the Travel Diary which is to be completed upon return from travel. Please refer to <http://intranet.monash.edu.au/finance/taxation/fringe-benefits-tax/travel-diary/index.html> for further information regarding the Travel Diary.

Itinerary:

Please fill in the fields below and delete any additional Destinations if not required.

Destination 1	
Country:	
City:	
Arrival Date:	___/___/___
Departure Date:	___/___/___
Transit Days:	
Business Days:	
Personal Days:	
Destination 2	
Country:	
City:	
Arrival Date:	___/___/___
Departure Date:	___/___/___
Transit Days:	
Business Days:	
Personal Days:	
TOTAL DAYS:	
<i>Please provide details of extra destination on a separate sheet continuing the above format.</i>	

Costs:

Travel Agent to be used for booking:

- Campus Travel
- Voyager Travel
- Other (please specify name and reason for using)

Note: A travel agent other than preferred Travel Management Company (TMC) can be used only under specific conditions. Refer to International Staffing and Mobility Procedure - Staff International Travel for Australian Campuses at adm.monash.edu.au/workplace-policy/international/procedure-staff-international-travel.html

*The Travel Advisory Office must be contacted to enable manual registration when a TMC other than the above is used. *Important: This section should provide information such as Airline name, flight/train numbers, name, telephone number and address of accommodation/conference, types of allowances if applicable etc.*

	Details*	Cost (\$)
Mode of Transport:		
Airline		
Train		
Other		
Accommodation:		
Conference Registration:		
Meals / Allowances:		
Other:		
TOTAL COST (\$)		

Additional Information:	
Passport Number	
Nationality:	
Types of Visas Required:	
Current DFAT Warning Level for Destination/s:	
DFAT Smart Traveller registered	<input type="checkbox"/> Yes <input type="checkbox"/> No

Staff Member/HDR candidate Declaration:

- I have applied for insurance with Monash University's Insurance Office
- I have sought FBT advice, when private travel is included with business travel, from fbthelp-1@adm.monash.edu.au
- I have sought medical advice regarding travel health and necessary immunisations
- Additionally for all DFAT nominated High Risk Level 3 and 4 Destinations - A Security/Safety Plan has been completed and is attached to my Travel Plan for consideration.**

Signature: _____ Date: _____
(Staff Member/HDR Candidate)

Faculty/Division Approval for International Travel:

Name: _____
Position Title: _____
Faculty/Division: _____

- I am satisfied that the travel cannot be deferred
- I am satisfied that the travel is essential for the staff member's/candidate's work
- I am satisfied the staff member/candidate travelling has identified and /or is fully aware of potential risks in (country/city) and will engage in suitable risk reduction strategies
- I believe the staff member/candidate has the necessary additional expertise, local networks, support and language that may be required to substantially reduce or deal with the risks
- Travel insurance cover has been confirmed by the Monash Insurance Services Office.

Signature: _____ Date: _____
Head of Department (Mechanical & Aerospace Engineering)

Signature: _____ Date: _____
(Dean/Divisional Director)

In the event of an emergency, it is a requirement that a copy of the Monash University Travel Plans and itineraries are lodged with the Faculty/Division.

ATTACHMENT: Security/Safety Plan

Additionally required for all DFAT nominated Level 3 and 4 Destinations- A Security/Safety Plan MUST be completed by the traveller and submitted along with the Travel Plan for consideration.

Important Notice: The safety and welfare of the traveller is the university's primary concern in considering any travel requests involving high risk locations. Accordingly applicants must complete and ensure their Security/Safety Plan contains sufficient detail and information to enable the risk assessment/evaluation portion of the travel approval process.

As a guide to assist completion of your Security/Safety Plan please **include** the following information **as a 'minimum'**:

- (1) An outline by the traveller of relevant prior experience with regards to the specific destination/s, including prior travel (to this or other similar destinations), and language, social and cultural knowledge etc.

- (2) *An undertaking not to engage in potentially high risk activities, particularly those activities listed in Australian DFAT travel warnings specific to a location.*
- (3) *Include details of any local support networks directly available to the traveller at the destination/s.*
- (4) *Is there an Australian embassy/consular office available at/near the destination?*
- (5) *Are you a national of another country? If so will you register with that country's embassy/consular office?*
- (6) *Does the event/activity being attended have any additional security or other supports?*
- (7) *List any resources available to the traveller i.e.: international roaming on their mobile phone, or a local mobile phone (provide actual number details), email services available.*
- (8) *Agree regular scheduled contact with a nominated university representative. (welfare checks) naming the contact, their phone details and agreed frequency of contact*
- (9) *Copy all documentation (tickets/passport/insurance/bank/card details) and will be carrying them separately from the originals*
- (10) *Complete prior to travel and carry an emergency contacts list relevant to the destinations and the university.*
- (11) *Also check and ensure that all sections of your Travel Plan, including the itinerary; times/dates, locations, accommodation addresses and phone numbers, names of local contacts and their contact phone/email details, etc are recorded.*

Failure to provide sufficient information in the Security/Safety Plan will lead to your application being rejected by the Pro Vice-Chancellor (Global Engagement).