**HDR INTERNATIONAL
TRAVEL PROCESS CHECKLIST**

**Ensure all items are completed in the chronological order shown**

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| [ ]  | **1. Which project account will the travel be charged against?** | **Notes** |
|  | [ ]  **HDR** Funds (OP.026671) – Check balance with **Christine.Cole@utas.edu.au** |  |
|  | [ ]  Graduate Research Office Conference & Travel Scheme – Forward grant approval email to **Christine.Cole@utas.edu.au** to chase up Project number. \* |  |

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| [ ]  | **2. Prepare and submit the** [**Higher Degree by Research Students: Application for Support Form**](https://secure.utas.edu.au/education/research/resources-forms-and-administration) **[see Faculty** [**Guidelines**](http://www.utas.edu.au/__data/assets/pdf_file/0011/562484/HDR-Funding-Support-Guidelines-Nov-2015.pdf) **for funding support here]** | **Notes** |
|  | [ ]  Complete form and sign/date it. Please provide evidence of a travel quote to verify budget estimates are reasonable, e.g. screen shot of flight fares. This will assist the approvers of your funding. |  |
|  | [ ]  Forward to **Primary Supervisor** for comment and approval  |  |
|  | [ ]  Forward to **Graduate Research Coordinator (GRC)** for approval  |  |
|  | [ ]  Where funding sought is in excess of **$1,500**, forward to **Associate Dean Research (ADR)** for approval  |  |
|  | [ ]  Once approved, **GRC/ADR** forwards fully completed application to **both applicant** and**Christine.Cole@utas.edu.au**  |  |

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| [ ]  | **3. Complete a** [**Locomote**](http://www.utas.edu.au/travel/book-travel/locomote-log-in) **Travel Request** (use UTAS credentials to Log in). **Further** [**travel information**](http://www.utas.edu.au/travel) | **Notes** |
|  | [ ]  First time users will need to set up a personal profile* Help with profiles, including screen shots, is available in the Training section of the travel website, [Creating a profile](https://bulkmail.utas.edu.au/trk/click?ref=z106u1gi7q_0-120x320dx0494&) and/or [Locomote - Cheat Sheet](https://bulkmail.utas.edu.au/trk/click?ref=z106u1gi7q_0-120x320ex0494&).
* You must specify **Christine Cole** and **Tania Long** as your **Travel Arrangers** on the **Assignment**s tab of your profile – they will be booking your travel for you. You must **not** book travel personally!
* Details from your profile flow through to bookings, tickets etc. so it is crucial that they are complete, correct and match your forms of ID. International travellers should make sure their profile names match their passport details.
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|  | [ ]  Click the **International Tab** for travel outside of Australia. |  |
|  | [ ]  Work through the request. Complete **all** fields with as much detail as possible. |  |
|  | [ ]  **Business Case**: Describe your trip and why you’re taking it – include any web-links to Conference registration, etc. |  |
|  | [ ]  **Project Code**, e.g. **OP.026671** for PhD funding or **OP.GRO Grant\*** (or actual project number if known). If you are using a combination of both, you can insert more than 1 project code by adding another field. |  |
|  | [ ]  Where asked to upload supporting documentation, attach copy of **approved** Funding Application Form (see previous step), as well as any other documents (e.g. Conference Agenda/Program, Acceptance of Abstract, etc.) \* If the GRO Conference & Research Travel Scheme has not yet been awarded, you will need to complete, sign and upload this Personal Payment Statutory Declaration.  |  |
|  | [ ]  Once complete, submit to A J Travel, who will provide 2 x quotes/itineraries and will return back to you.  |  |
|  | [ ]  Choose the quote/itinerary you prefer, the submit for **approval** to **Karen Swabey** (Acting Dean/Head of School)  |  |

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| [ ]  | **4. Once your Locomote Travel Request has been approved** | **Notes** |
|  | [ ]  You will receive an approval email from Locomote – you **must** forward this on to your **A J Travel Agent** to progress your travel booking**.** A J Travel only have authority to book the quote/itinerary approved by the Dean. |  |
|  | [ ]  If you require conference registration payment, please forward your Locomote approval email as well as any other relevant information to Edu.Reception@utas.edu.au to arrange. |  |

**\* Remember: If you need clarification or have any questions, please contact** **Christine.Cole@utas.edu.au** **before taking action. It is much better to get the process right at the start.**

**PROCEDURES FOR POST TRAVEL**

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| [ ]  | **Travel Diary** | **Notes** |
|  | [ ]  If your travel is in excess of 5 days, you will need to complete a travel diary **after** travel has been completed. You can do this through the University’s [eForms Portal](https://login.utas.edu.au/idp/Authn/UserPassword).  |  |

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| [ ]  | **Personal Reimbursement Process:**  You may incur incidental expenditure, such as meals, taxis, buses. etc., that you may wish to seek personal reimbursement (**if approved in initial funding**) | **Notes** |
|  | [ ]  You can do this through the University’s [eForms Portal](https://login.utas.edu.au/idp/Authn/UserPassword).  |  |
|  | [ ]  You can put all receipts on the one form, but you must enter each receipt as a separate entry |  |
|  | [ ]  You will need to scan and save all your supporting documentation and attach it to the eForm. Finance require a copy of a receipt/paid invoice from the supplier to support each claim.  |  |
|  | [ ]  Project account is **026671** for HDR Funding or the appropriate code for GRO Conference and Research Travel Scheme grant |  |

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|  | [ ]  The most common Nat Account codes are:**Acct # Account Description**31001 Accommodation – Domestic31002 Accommodation – International31011 Airfares – Domestic31012 Airfares – International31021 Car Hire/Mileage/Other Fares – Domestic31022 Car Hire/Mileage/Other Fares – International31031 Fuel – Domestic31032 Fuel – International31050 Travel Advances31101 Meals – Domestic31102 Meals – International31111 Other Travel – Domestic31112 Other Travel – International |  |
|  | [ ]  Leave the Activity Code blank |  |
|  | [ ]  Please select **Christine Cole** to **Approve** (not review) |  |