

ANU Travel E Form

*Sample Form

First fill out your travel dates and brief description of your travel in the General Travel Information Section.

General Travel Information



Form Id: 1000883846

Please check the latest ANU Business Travel website and Guideline for Low Carbon Travel before completing the online Travel eForm.

Preparation Ensure you have the dates for the intended segment(s) of your trip, budgetary items and where necessary ANU general ledger codes. It is possible to save and resume a partially complete form at any time using the save icon above.

Already Travelled? Save time by starting your travel approval using a previous approval as a starting point.

Name

[Redacted]

University ID

[Redacted]

ANU Role *

[Redacted]

e.g. Bachelor of Engineering Honours Student

Travel Date From *

23/11/2023

Thursday, 23 November 2023

Travel Date To *

24/12/2023

Sunday, 24 December 2023

Number of days

32

Brief Trip Description

(max 150 characters) *

To undertake work experience placement for ENGN3100

Example: Minding Animal Conference New Delhi India January 2015

Note: The brief description will identify the trip. Itinerary details will be captured in later pages.

Acknowledgement *

I certify that I am fit to travel and have not been declared unfit to travel by a Medical Practitioner. I have read and understood the information and advice regarding travelling with pre-existing medical conditions.

Travel Insurance

See the Finance & Business Services website for ANU travel insurance information.

More Information


Please contact the Travel Team if you are having issues filling out your online Travel eForm.




Under Purpose of Travel, select other and then insert the purpose of your travel.

Purpose of Travel

 Save  Back  Next

Check any appropriate travel purpose(s) * 

- Conference Meeting Outside Studies and Performance Development Programs
 Research Fieldwork  Student Recruitment & Marketing Activities
 Training Visiting Lecturer Other

Purpose of travel *

To undertake work experience placement for ENGN3100

Do you need to make arrangements to cover teaching (exclude examination period), supervision or administrative responsibilities?

Yes No

Will you require an Absence/Timesheet Approval Proxy to cover the travel period once your travel is approved? (i.e. delegation of authority to another manager to approve your employee's absence / timesheets during the travel period)

Yes No

 Next

Fill out your Travel Plan – you can add multiple segments in this section. Make sure you include the transit day/s, Business day/s (the period you are doing your placement) and Private day/s. Read the definitions carefully.

Travel Plan



Travel Date From: Thursday, 23 November 2023

Travel Date To: Sunday, 24 December 2023

32 Days

Please provide an outline of your travel for approval purposes, if appropriate an itinerary can be uploaded using the Supporting Documentation page. For FBT purposes, separate travel segments must start and finish on different dates and cannot overlap. Where there is an overlap of dates, select the trip based on how you will spend the majority of your time:

- Business Day: Is when business activities have a duration of more than three hours;
- Transit Day: Is not a business day due to transportation from one destination to another and applies to greater than 12 hours flying time;
- Private Day: The number of days that are not business days, days in transit and unavoidable delays; and
- Special Consideration Day: Additional days approved by travel approver (Delegate 198) in circumstances when the traveller requires additional days for recovery due to health and safety reasons.

Examples

Travel Segment 1

Travel Date From* Travel Date To*

Travel Type*

Destination* Domestic International

Destination Country*

DFAT Risk Rating **Level 1**-Exercise normal safety precautions, Please check DFAT United States of America Travel Advice

City/Town/Province*

Mode of Travel (if known/relevant)

Travel Segment 2

Travel Date From*

Travel Date To*

Travel Type*

Destination* Domestic International

Destination Country*

DFAT Risk Rating **Level 1** - Exercise normal safety precautions. Please check DFAT United States of America Travel Advice [🔗](#)

City/Town/Province*

Mode of Travel (if known/relevant)

Travel Segment 3

Travel Date From * 27/11/2023

Travel Date To * 22/12/2023

Travel Type * Business (any ANU related activity)

Destination * Domestic International

Destination Country * United States of America

DFAT Risk Rating **Level 1** - Exercise normal safety precautions, Please check DFAT United States of America Travel Advice

City/Town/Province * New York

Mode of Travel (if known/relevant)

Travel Segment 4

Travel Date From * 23/12/2023

Travel Date To * 24/12/2023

Travel Type * In Transit

Destination * Domestic International

Destination Country * Other/Not Listed

Specify Country Australia

DFAT Risk Rating **Unknown**, Please check DFAT Website

City/Town/Province * Canberra

Mode of Travel (if known/relevant) Airplane



If you are travelling to DFAT Level 3, you must complete **the WHS Hazard and Risk Assessment** and **upload your completed WHS Hazard and Risk Assessment** via the Supporting Documentation Section. The WHS Hazard and Risk Assessment is not required for DFAT Level 1 and Level 2 Desitinations.

Traveller must fill in the **WHS Hazard and Risk Assessment** and read **COVID-19 Hazards Guidance**.
The document must be uploaded in **Supporting Documentation** section for this travel application.

Below Zero-Pilot Program on Travel

ANU has launched the Below Zero Initiative in order to limit its contributions to climate change. Help us to understand our emissions footprint by participating in a pilot program which allows you to calculate and report the emissions associated with your travel.

To participate in the pilot program, visit this webpage, follow the 4 easy steps and enter the total emission (in kilograms) in the box below.

Total Estimated Greenhouse Gas Emission (in Kilograms)

Next time you are thinking about travelling, visit the pilot program website first to consider the advice contained in the Guidelines for Low Carbon Travel.

International Travel Declarations

Passport *
 I will be travelling on an **Australian** Passport
 I will be travelling on a **non-Australian** Passport

Acknowledgement * I certify that I will subscribe to the travel advice service with DFAT Smart Traveller.

Acknowledgement * I will continue to review and monitor the DFAT Smart Traveller's Travel Advisories for possible changes to the destination's risk rating.

International Per Diem Payment Request

Will you require Per Diem payment to cover meals and incidentals for your international travel? *

Note: Per-diem request is only allowed for international travel where the travel destinations operate largely under a cash-based economy and the University Corporate Card cannot be used for some travel expenses.

Yes
 No



Select 'No' for international Per Diem Payment Request as you are not eligible to claim Per Diem Payment.

When you click on the Supporting Documentation Section, it will take you to the section below where you can upload your completed WHS Hazard and Risk Assessment.

Supporting Documentation



Use the upload button below to add any documents supporting the approval of your travel. Add and remove additional documents using the + and - buttons.

Upload	Description or Comments
<input type="checkbox"/>  Clear content selection (3.1 Appendix B WHS Hazard and Risk Assessment Template _TEST.docx) [Open] 	WHS Risk assessment

+ -

Use the field below to provide any other relevant information about your travel.

Add information -such as travel itinerary here.

Complete your Emergency Contact here.

Emergency Contact



Your phone number whilst travelling.*

Your email whilst travelling.*

Name(s) of your accommodation, and/or other instructions in case of emergency (if known).

Would you like to add any other people as additional emergency contacts? *

Yes No

Number	Name	Relationship	Contact Details
<input type="checkbox"/> 1	<input type="text" value="John Smith"/>	<input type="text" value="Father"/>	<input type="text" value="Add phone number"/>

For Travel Budget, you must select 'Privately funded' as you are covering your own travel expenses. Add the estimate private funding of your travel there.

Travel Budget

 Save  Back  Next

Please provide an estimate of the anticipated expenses for your travel.

- Funding source(s) *
- Funds administered by the ANU (including R, S, Q Research Grants)
 - Funding source external to the ANU
 - Privately funded

Private Travel Funding

Estimated Private
Funding AUD\$ *

Funding Comments



The Convener of your work experience course will be your Approving Supervisor.

Approving Supervisor

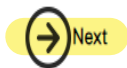


Choose your approving supervisor. If your supervisor is unavailable, your travel approval will be automatically forwarded to a proxy where one has been nominated. If your supervisor details are not correct, staff members can contact the local HR Manager to update the record in HR Management System and students can contact the college student administration office to update the record in Student Administration System. Once your record is amended you can resume your travel approval and make the appropriate selection.

Supervisor*

Note: Supervisor and Supervisor Role selections may take some time to return results, dependant upon server traffic loads. Please wait until results are returned before continuing.

Supervisor Role*



After you click 'Next', the form will take you to the page where you select **your Approving Delegate**. For International Travel, your approving Delegate normally will be the Director of the School. You will be able to submit your Travel E form once Approving Delegate is selected.