**Australia Awards Scholarship – Application for Travel Request**

**Student Name: ……………………………………………………………………………… Student ID: …………………………………..…**

**Course: …………………………………………………………………………………………………………………………………………………….**

Indicate type of travel requested –

**🞎 Scholarship Reunion Travel**

**Expected dates of travel: From …………………….……… To ……………….…………… Country ………………………………………………………**

By claiming this funding, I confirm -

• I do not have any immediate family members on a dependant visa or accompanying me in Australia on a different visa (e.g. student
 visa).

• I do not intend to bring any immediate family members to accompany me in Australia.

• I have not used Fieldwork Funding for travel to my home country, in this same year.

• I have checked when my units will be commencing in the next semester and I will be returning in time for commencement.

• That the funding is available after successfully completing the first year of studies. If I return home prior to release of results, it
 may be necessary for me to return earlier than planned should I fail a unit/make unsatisfactory progress. I also understand
 that any costs for changes that will need to be made to flights because of an earlier return, will be my responsibility.

• I will forward my travel itinerary, including any changes, to the UWA Travel Management System – CONCUR.

• As a PhD or Master by Research student, I have informed GRSO of my travel.

**🞎 Scholarship Fieldwork Travel**

By claiming this funding, I confirm -

• I have not received Scholarship Reunion Funding in the same year.

• I will forward my travel itinerary, including any changes, to the UWA Travel Management System – CONCUR

* As a PhD or Master by Research student, I have informed GRSO of my travel.

**Expected dates of travel: From ………………………… To ………………………… Country ………………………………………………………**

The Student Contact Officer will seek further information from the student and supervisor regarding Fieldwork.

**🞎 Independent Overseas Travel: I am undertaking overseas travel not covered by my scholarship**

* Awardees must advise the Student Contact Officer **in advance** of all overseas travel not covered under the scholarship. All travel must be during non-study periods and should be approved by the Student Contact Officer. As a PhD or Master by Research student, I have informed GRSO of my travel.

**Expected dates of travel: From ………………………… To ………………………… Country ………………………………………………………**

• If you will be absent from Australia for more than 30 days, please provide a copy of your itinerary so credit of your OSHC can
 be claimed.

• Whilst you are out of Australia, OSHC is not valid. It is recommended that students purchase travel insurance for their trip.

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**Please tick to confirm –**

**🞎 ALL TRAVEL** – I understand that my scholarship does not cover the costs of travel insurance (including loss of possessions), excess baggage, flight changes or other incidental costs. UWA does have corporate insurance cover for travellers on university business. That Policy can be checked at this link - <http://www.spp.uwa.edu.au/riskandlegal/insurance/travel>

**Student’s Signature: ……………………………………………………………………………… Date: …………………………………...…**

**Submit this form to: Student Contact Officer, International Sponsored Students Unit Email: askuwa-students@uwa.edu.au**

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**OFFICE USE ONLY: 🞎 Travel Approved 🞎 Travel Not Approved**

**Name: ……………………………………………… Signature: ……………………………………………… Date: ………………….………**

**Scholarship Conditions that apply to Travel**

***Please refer to the current Scholarship Policy Handbook for full details***

***General Conditions***

1. The following conditions apply to all travel (i.e. to Australia at the commencement of the scholarship, from Australia upon completion of the scholarship, fieldwork travel and reunion travel):
2. awardees are entitled to travel (i.e. airfares) between the regional or international airport closest to their home city or town, and the airport closest to the institution where they will be studying
3. with prior approval, DFAT may also cover the cost of travel (using public transport) between the airport and the awardee’s place of residence, either in Australia, or in the awardee’s home country, where the distance is greater than 250km. Post will be responsible for approving travel costs for awardees who are in-country. If the awardee is on scholarship the institution will need to submit a variation request in OASIS.
4. awardees are to travel by the most direct route and are entitled to the "best fare of the day" which is the cheapest economy class fare available during the period of travel
5. Program Areas and institutions must advise the awardee and the travel agent that once the ticket is purchased it cannot be varied without the approval of the Program Area or institution
6. Program Areas and institutions should arrange travel routes that minimise the risk of the awardee incurring visa problems in third countries while in transit or on stopover, unless unavoidable stopovers are not permitted. If unavoidable, DFAT will pay reasonable accommodation costs (including transport to and from the airport and accommodation only), though it should be checked first whether these costs are covered by the airline
7. the awardee is responsible for all external arrival and departure taxes, except where it is part of an unavoidable stopover, in which case, the taxes should be incorporated into the price of the ticket at the time of purchase
8. awardees will not be permitted to deviate from these conditions in order to travel with dependants or family members.
9. The scholarship does not cover costs for:
10. travel insurance while the awardee is travelling to and from Australia or while studying in Australia (including for loss of possessions)
11. travel of awardees’ dependents or family members
12. fees, additional taxes or fare differences related to changing travel dates or missing flights
13. transporting personal effects or excess baggage to and from Australia, or within Australia
14. other incidental costs incurred during awardees’ travel, including airport transfers not covered by 1 (ii) .

**Contact:**

Debra Basanovic – Student Contact Officer

The University of Western Australia, International Sponsored Students Unit (M356)

Tel: 6488 1785 Email: askuwa-students@uwa.edu.au

askUWA: https://ipoint.uwa.edu.au/app/ask (*International* – *Australia Awards / International Sponsorship*)

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