



**Postgraduate Travel  
Overseas / Australia**

1. APPLICANT DETAILS

Name: \_\_\_\_\_ Student No: \_\_\_\_\_  
Last Name Given Name

Department: \_\_\_\_\_ Bldg. Code: \_\_\_\_\_

Phone Nos: \_\_\_\_\_ Email: \_\_\_\_\_

2. TRAVEL DETAILS

a. Period of Travel: From \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ to \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

b. Travel destination(s): \_\_\_\_\_

c. Proposed activities: \_\_\_\_\_

d. Approximate Expenses: \$ \_\_\_\_\_

Expenses to be drawn from the following account or accounts:

Classification	Resp. Centre	Project code	Account Name	Amount
_____	_____	_____	_____	\$ _____
_____	_____	_____	_____	\$ _____

Student Signature: \_\_\_\_\_ Date / /

3. RECOMMENDATION/APPROVAL

Travel recommended

a. Academic Supervisor

Comments \_\_\_\_\_  
\_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date / /

b. Funds Approval

Supervisor / Chair of Department: \_\_\_\_\_ Date / /

School Finance Manager: \_\_\_\_\_ Date / /

c. Head of School

Comments \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Head of School  
Signature: \_\_\_\_\_ Date / /

4. SEND Copy to Supervisor & Risk Management Office