

Finance and Business Services Centre

Student Travel Approval



- This form is to be used to approve travel for ECU STUDENTS who are travelling as part of their ECU degree.
- Authorised University Travel Policy, Six Steps to Travel and other travel-related information can be found on the Finance and Business Services website via <https://intranet.ecu.edu.au/staff/centres/finance-and-business-services/our-services/ecu-travel>

Student (Traveller) Details

Student No	<input type="text"/>	Mobile Phone	<input type="text"/>
Family Name	<input type="text"/>	ECU Email	<input type="text"/> @our.ecu.edu.au
Given Names	<input type="text"/>	School	<input type="text"/>

Emergency Contact (must be a family member or guardian)

Name	<input type="text"/>	Relationship	<input type="text"/>
Phone No	<input type="text"/>	Email	<input type="text"/>

ECU STUDENT TRAVEL INSURANCE INFORMATION

ECU's student travel insurance policy may cover ECU students who:

- are travelling to participate in a study program with a duration of less than 180 days;
- are part of the University of Portsmouth program and undertake 12 month exchange; and
- have received approval to travel (via this ECU Student Travel Approval Form).

Please note that some study programs and student travel may not be covered under the ECU student travel insurance policy. Limitations also apply on the amount of holiday/personal travel that is covered under the ECU student travel insurance policy. For further information and advice about the ECU student travel insurance policy please contact ECU Insurance at insurance@ecu.edu.au.

Will research activity (e.g. field work or lab work) be conducted during the travel? Yes No

If Yes, please provide the Risk Assessment and Management Number (i.e. Riskware) for this trip:

Travel Details

(provide details regarding the program or activity you are participating in, e.g. one semester exchange placement at Dalhousie University, Canada, or name of study tour/short program):

Reason for Travel	<input type="text"/>	Country	<input type="text"/>	City	<input type="text"/>
Description of Travel & Expected Outcomes	<input type="text"/>				

Proposed Itinerary

You must include details (proposed dates and destinations) for all travel you are likely to undertake for your program, **including any personal travel prior to, during or after your program**. The itinerary information should be as accurate as possible. If your confirmed travel itinerary differs significantly from the proposed itinerary below (i.e. change of destinations or significant change in travel dates) your travel may need to be reapproved before your departure.

PLEASE NOTE THAT THERE MAY BE ECU STUDENT TRAVEL INSURANCE IMPLICATIONS IF YOU TRAVEL TO A DESTINATION THAT HAS NOT BEEN DECLARED AND APPROVED ON THIS FORM.

If there is insufficient space in the table below, please attach a separate sheet outlining your full itinerary.

Departure Date	<input type="text"/>	Return Date	<input type="text"/>	Are these dates confirmed?	Yes	No
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FROM			TO (Destination)			Activity
Country	City	Date	Country	City	Date	Activity at Destination

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If applicable, have you received credit approval from your ECU Course Coordinator for your proposed program?

Yes No In progress Not applicable

PLEASE ATTACH ANY EVIDENCE OF CREDIT APPROVAL TO THIS FORM

Please note that credit approval from your ECU Course Coordinator is not approval to travel, which is confirmed through this Travel Approval form.

Student Success Advice

Student visa holders planning to conduct research activity while travelling offshore **for more than three months** must discuss their travel with a Student Success Adviser when completing this form and prior to submission.

Travel Costs

Your travel may be partially or fully funded by an external organisation, however, you remain fully responsible for any costs associated with your proposed program and there will be no additional funds available from ECU should your own funds run out. You should make sure you are able to financially support yourself for the duration of your travel. Please provide an overview of the costs involved with your proposed program:

Airfare	Accommodation	Registration/Program	Living/Incidental	Total

INTENDED CLASS OF TRAVEL

Funding from External Source Yes No

If yes, please provide amount of funds sourced externally.

If applicable, please indicate the relevant Project and Cost Centre funding your proposed travel:

Postgraduate Research students may be able to cover some of these costs using their PG allowance. For information on this, please speak to the Research Support Coordinator or Operations Team within the relevant School. Note the project and cost centre entered here must be a school project code and cost centre.

Project

Cost Centre

Further details (if required):

Declaration *(please make sure you read and check EACH declaration box below)*

Links to the relevant websites are available via <https://intranet.ecu.edu.au/staff/centres/finance-and-business-services/our-services/ecu-travel>

I have read the [Authorised University Travel Policy](#).

I have made a decision to travel of my own volition.

I accept the risks involved.

I have read [ECU's Travel Insurance](#) information or contacted insurance@ecu.edu.au to ensure I am covered by ECU's Student Travel Insurance and I understand that, if I take more than seven (7) days total holiday travel but my entire trip does not exceed 180 days, of travel, I will have to purchase my own travel insurance to cover any travel that exceeds seven (7) days of holiday travel. I understand that ECU requires a minimum level of insured benefits and I confirm that the travel insurance I purchase will meet these minimum requirements.

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ECU reserves the right to withdraw travel approval, if the DFAT advice level changes due to adverse situations (such as natural disaster, military conflict, terrorism, virus outbreak, etc.) and it is required that you leave the location. If you do not follow DFAT advice to leave the location, insurance cover will cease, and approval will be retracted.

I confirm that I will not be participating in any dangerous or hazardous activities whilst travelling on behalf of ECU or during my holiday travel.

I understand that I am fully responsible for any costs associated with my program (including, but not limited to, travel, visa, accommodation and living expenses) and confirm that I am able to financially support myself for the duration of my program.

I understand I must provide details to the relevant ECU department of my confirmed travel itinerary, accommodation and contact information for my travel prior to my departure.

Student Visa Holders Only:

I declare that I **have** met with a Student Success Adviser to discuss my travel.

OR

I declare that I **will not** be conducting research while travelling offshore for more than three months.

I understand that ECU cannot accept responsibility for any visa decisions made by The Department of Home Affairs because of my approved travel.

Declaration - International Travel *(please make sure you read and check EACH declaration box below)*

I have read the applicable [DFAT](#) briefings.

Please indicate highest DFAT status for all destinations to which you are travelling to:

*** VICE-PRESIDENT (CORPORATE SERVICES) APPROVAL WILL BE REQUIRED FOR TRAVEL TO HIGH RISK (DFAT LEVEL 2 AND 3 COUNTRIES).**

I have checked and received/plan to receive the necessary inoculations (ECU's [Student Health Services](#) can assist).

I will be applying for the [visas](#) for destinations where required or alternatively, I am aware that this is being organized by ECU on my behalf. (Refer [Visa Information on the Student Portal](#)).

I understand my visa application is subject to eligibility checks and visa approval (if applicable) and that travel Insurance will not cover alterations/cancellation costs if Visa's are not approved, insufficient time has been allowed for Visa's to be approved, or you have failed to comply with Visa requirements or obligations.

I understand that I must behave in an appropriate manner, respect the laws, customs and culture of the host country and uphold the ECU values and [Student Charter](#) for the duration of my travel.

I **am** an Australian Citizen or Permanent Resident and understand that it is my responsibility to subscribe to [Smartraveller](#) alerts with DFAT prior to departure and/or register with [AIG Travel Assistance Australia](#) who provide up-to-date information on any country to which you are traveling, including email alerts..

OR

I **am not** an Australian Citizen or Permanent Resident and understand that it is my responsibility to register with my home country local authority prior to departure.

I have/will have a valid passport with appropriate minimum term of validity for travel for the country / countries to which I intend travelling (Minimum 6 months validity based on the RETURN date of your travel). Refer to [Smartraveller](#) for more information

Centrelink-assisted Students Only:

I understand it is my responsibility to contact Centrelink to enquire about continuing my student assistance payments during my overseas study.

I require a supporting letter for Centrelink detailing my overseas study. Centrelink CRN: _____

Traveller Signature

Student (Traveller) Signature

E-signature is acceptable

Printed/typed name is not acceptable

Date

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Office Use Only

ATTACH A COPY OF THE PROGRAM, WHERE APPLICABLE

PLEASE FORWARD THIS APPROVED FORM TO:
YOUR SCHOOL OR IN PERSON TO THE STUDENT HUB

Approval – Research Supervisor

Name:

Signature:

E-signature is acceptable

Date:

Approval – Domestic and International Low Risk Travel (DFAT Advice Levels 1)

OR

Endorsement – International High Risk Travel (DFAT Advice Levels 2 and 3)

Executive Dean/Dean/or delegate as per HR (Travel) Delegations:

Name:

Signature:

E-signature is acceptable

Date:

Approval – International High Risk Travel, (DFAT Advice Levels 2 and 3)

Vice-President (Corporate Services)

Name:

Signature:

E-signature is acceptable

Date: