



# Higher Degree by Research (HDR) Student Travel Process

School of Architecture and Built Environment

[DOMESTIC](#)

[INTERNATIONAL](#)

## DOMESTIC TRAVEL PROCESS

A request to travel domestically should be made no less than 2 weeks prior to the start of intended travel.

1. **Seek email approval from your supervisor to attend the conference.**
2. **Discuss the funding source with your supervisor. Options may include:**
  - **\$3000 HDR conference funding** (HDR candidates will be entitled to an allocation of up to \$3,000 over the term of their candidature)
    - o Contact the Associate Dean (Research), Prof David Cahill, to seek written approval at [sebe-ad-research@deakin.edu.au](mailto:sebe-ad-research@deakin.edu.au)
3. **Complete a New Reho Traveller Profile Form if this has not previously been completed. Ask the Finance and Business Team (FaB) for a blank form to complete.**
4. **Obtain a flight quote from Reho Travel through [Concur](#).**
5. **Contact the School Administrator to seek a copy of the Travel Pre-Approval Application form**
6. **Complete the Travel Pre-approval Application Form and return this to the School Administrator with all required attachments, such as:**
  - Flight quotes
  - Copy of your paper acceptance email
  - Copy of your accepted paper
  - Other supporting documentation, such as approval emails from your HDR supervisor, etc.

Refer to the Travel Pre-approval Application form for required documentation

7. **The School Administrator will arrange assessment of the application by senior School staff.**
  - Allow 5 working days for the application to be assessed.
8. **The School Administrator will advise of your application outcome via email**
9. **If approved, contact the FaB Team to arrange and pay for your flights, accommodation and registration.**
  - Allow at least 5 working days for your Faculty Travel Coordinator to make the bookings.
10. **Submit any receipts for reimbursement online via TEMS (Freedom) within 10 working days of your return date.**
  - [TEMS login](#)
  - [Reimbursement instructions for TEMS](#)

Contact the Finance and Business Team if you require any assistance to upload your receipts to TEMS.

## Contacts

### School Administrator

Bronwyn Burrell

Email: [b.burrell@deakin.edu.au](mailto:b.burrell@deakin.edu.au)

Phone: (03) 522 72296

### Finance and Business Team

Monique Cahill

Email: [monique.cahill@deakin.edu.au](mailto:monique.cahill@deakin.edu.au)

Phone: (03) 522 78307

Kathryn Campbell

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Phone: (03) 522 78349

## INTERNATIONAL TRAVEL PROCESS

A request to travel internationally should be made no less than 6 weeks prior to the start of intended travel.

1. **Seek email approval from your supervisor to attend the conference.**
2. **Discuss the funding source with your supervisor. Options may include:**
  - **\$3000 HDR conference funding** (HDR candidates will be entitled to an allocation of up to \$3,000 over the term of their candidature)
    - o Contact the Associate Dean (Research), Prof David Cahill, to seek written approval at [sebe-ad-research@deakin.edu.au](mailto:sebe-ad-research@deakin.edu.au)
3. **Complete a New Reho Traveller Profile Form if this has not previously been completed. Ask your School Administrator for a blank form to complete.**
4. **Obtain a flight quote from Reho Travel.**
  - The quote will include more than one offer, and it is expected that you select the cheapest option where practical.

Reho Travel Pty Ltd  
Phone: (03) 9823 5200  
Email: [deakin@reho.com](mailto:deakin@reho.com)  
Trading Hours: Monday to Friday 9:00am – 5:00pm

5. **Contact the School Administrator to seek a copy of the Travel Pre-Approval Application form**
6. **Complete the Travel Pre-approval Application Form and return this to the School Administrator with all required attachments, such as:**
  - Flight quotes
  - Copy of your paper acceptance email
  - Copy of your accepted paper
  - Other supporting documentation, such as approval emails from your HDR supervisor, etc.
  - Travel Risk Assessment
  - Work Safety Assessment – Fieldwork & off-campus activities if applicable

Refer to the Travel Pre-approval Application form for required documentation

7. **The School Administrator will arrange assessment of the application.**
  - Allow 5 working days for the application to be assessed.
8. **The School Administrator will advise of your application outcome via email**

9. **If your Travel Pre-approval Application form is approved by the School, you are required to submit this application into the online Travel & Expense Management System (TEMS) to seek approval by the Faculty's Executive Dean.**
  - If you have not used TEMS before, please contact the FaB Team for assistance.
10. **If your TEMS application is approved, you will receive an automated email from TEMS advising of the approval.**
  - Similarly, if it is rejected the system will also email you notifying you of the rejection and the reason.
11. **Forward your TEMS approval email the FaB to arrange and pay for your flights, accommodation and registration.**
  - Allow at least 5 working days for the FaB Team to make the bookings.

**\*Only after all previous steps have been completed and the appropriate authorisation has been given, may you continue to finalise and book your travel arrangement.**

12. **Enter your itinerary details in TEMS and apply for [Overseas Travel Insurance](#).**
13. **Submit any receipts for reimbursement online via TEMS (Freedom) within 10 working days of your return date.**
  - [TEMS login](#)
  - [Reimbursement instructions for TEMS](#)

Contact the Finance and Business Team if you require any assistance to upload your receipts to TEMS.

## Contacts

### School Administrator

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Email: [b.burrell@deakin.edu.au](mailto:b.burrell@deakin.edu.au)  
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