



# Higher Degree by Research (HDR) Student Travel Process

School of Engineering

[DOMESTIC](#)

[INTERNATIONAL](#)

## DOMESTIC TRAVEL PROCESS

A request to travel domestically should be made no less than 3 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)
  - **\$2500 School of Engineering HDR funding** (HDR students in the School of Engineering will be entitled to \$2500 per year to use towards research-related expenses)
    - o refer to HDR \$2500 Funding – Guidelines and Information
    - o obtain written approval from your supervisor

3. **Provide the Finance and Business Team (FaB) with the following information to obtain a flight quote from Reho Travel (Deakin's affiliated travel agent)**

Cut and paste the following table into the email:

Name	
Student ID number	
Deakin email	
Phone	
Need to fly from	xxxx [city] to xxxx [city]
Arrive in	xxxx [city] by xxxx am/pm
Conference start date	
Conference end date	
Return on	xxxx [date], departing after xxxx am/pm

*Complete a New Reho Traveller Profile Form if this has not previously been completed. Ask your Faculty Travel Coordinator for a blank form to complete.*

4. **The FaB team will obtain a flight quote from Reho Travel and email this to you.**
5. **Visit the [Student Resources page](#) to obtain 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 (to travel and to use funds) from your HDR supervisor, etc.

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

## HDR Student Travel Process - Domestic School of Engineering

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 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.**

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

#### Geelong

Phoebe Dilena & Vincent Georgelin  
Email: [sebe-travel-waurn-ponds@deakin.edu.au](mailto:sebe-travel-waurn-ponds@deakin.edu.au)

#### School Administrator

Kate Hecimovic  
Email: [kate.hecimovic@deakin.edu.au](mailto:kate.hecimovic@deakin.edu.au)  
Phone: (03) 522 71415

## 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)
  - **\$2500 School of Engineering HDR funding** (HDR students in the School of Engineering will be entitled to \$2500 per year to use towards research-related expenses)
    - o refer to HDR \$2500 Funding – Guidelines and Information
    - o obtain written approval from your supervisor

3. **Provide the Finance and Business Team (FaB) with the following information to obtain a flight quote from Reho Travel (Deakin's affiliated travel agent)**

Cut and paste the following table into the email:

Name	
Student ID number	
Deakin email	
Phone	
Need to fly from	xxxx [city] to xxxx [city]
Arrive in	xxxx [city] by xxxx am/pm
Conference start date	
Conference end date	
Return on	xxxx [date], departing after xxxx am/pm

*Complete a New Reho Traveller Profile Form if this has not previously been completed. Ask your Faculty Travel Coordinator for a blank form to complete.*

4. **The FaB team will obtain a flight quote from Reho Travel and email this to you.**
  - The quote will include more than one offer, and it is expected that you select the cheapest option where practical.
5. **Visit the [Student Resources page](#) to obtain 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

## HDR Student Travel Process - International School of Engineering

- Copy of your accepted paper
- Other supporting documentation, such as approval emails (to travel and to use funds) from your HDR supervisor, etc.
- Conference registration receipt or quote (including meals if part of package)
- 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.

# HDR Student Travel Process - International School of Engineering

## Contacts

### Geelong

Phoebe Dilena & Vincent Georgelin

Email: [sebe-travel-waurn-ponds@deakin.edu.au](mailto:sebe-travel-waurn-ponds@deakin.edu.au)

### School Administrator

Kate Hecimovic

Email: [kate.hecimovic@deakin.edu.au](mailto:kate.hecimovic@deakin.edu.au)

Phone: (03) 522 71415