Higher Degree by Research (HDR) Student Travel Process

School of Information Technology

[DOMESTIC](#)   [INTERNATIONAL](#)

IT Higher Degree by Research Student Travel Process
Version 1, last updated: 8 June 2016
Faculty of Science, Engineering and Built Environment

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

   - **$750 School of Information Technology HDR funding** (HDR students in the School of IT will be entitled to $750 per year to use towards research-related expenses)
     o refer to HDR $750 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) form your HDR supervisor, etc.

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

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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 (Fraedom) 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

Burwood

Kathy Giulieri, Lysiane Juhel & Emily Heap
Email: sebe-travel-burwood@deakin.edu.au

School Administrator – Burwood & Geelong

Alison Carr
Email: alison.carr@deakin.edu.au
Phone: (03) 925 17489

Geelong

Phoebe Dilena & Vincent Georgelin
Email: sebe-travel-waurn-ponds@deakin.edu.au

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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

   – **$750 School of Information Technology HDR funding** (HDR students in the School of IT will be entitled to $750 per year to use towards research-related expenses)
     o refer to HDR $750 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

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- Copy of your accepted paper
- Other supporting documentation, such as approval emails (to travel and to use funds) form 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 (Fraedom) 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

Burwood

Kathy Giulieri, Lysiane Juhel & Emily Heap
Email: sebe-travel-burwood@deakin.edu.au

School Administrator – Burwood & Geelong

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