



Higher Degree by Research (HDR) Student Travel Process

School of Life and Environmental Sciences

[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
 - **\$2600 School of Life & Environmental Sciences HDR funding** (HDR students in the School of Life & Environmental Sciences will be entitled to \$2600 per year to use towards research-related expenses)
 - o refer to HDR \$2600 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

HDR Student Travel Process - Domestic School of Life and Environmental Sciences

- 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)
- Accommodation quote

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 5 working days for the FaB Team 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

Burwood

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Geelong

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School Administrator

Trina Viccars
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School Manager

Sarah Chandley
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Phone: (03) 524 79322

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
 - **\$2600 School of Life & Environmental Sciences HDR funding** (HDR students in the School of Life & Environmental Sciences will be entitled to \$2600 per year to use towards research-related expenses)
 - o refer to HDR \$2600 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

HDR Student Travel Process - International School of Life and Environmental Sciences

- 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.
- Conference registration receipt or quote (including meals if part of package)
- Accommodation quote
- Itinerary
- 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.

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