

Student's guide to completing the ANU Travel Approval e-Form

Anyone travelling outside the ACT - domestically or internationally - must complete the ANU Travel Approval Form.

This ensures that the ANU knows the whereabouts of students (and staff) at all times whilst travelling away from Canberra.

This document takes you through the questions and show you how to answer them.

TO GET STARTED

Go to <https://eforms.anu.edu.au>.

Under "Begin a New Form" click on Travel Approval.

Begin a New Form

Facilities and Services
 Functions on Campus
 Functions on Campus - Copy form
Human Resources
 Accelerated Increment
 Performance and Development Review
 Visitor and Honorary Appointments
Students
 Cancel eForm
 HDR Milestone Reporting
 Manage My Degree - Coursework
 Manage My Degree - HDR
 Special Consideration and Deferred Examination
Transport & Parking
 Parking Infringement Application
Travel
 Travel Approval
 Travel Approval - Copy Previous Approval
University Services
 University Services Feedback

1. General Travel Information

a. ANU Role

Select 'Student.'

If you have more than one ANU Role (ie Staff and Student) then select the most relevant to this trip. If no roles are available, please contact ANU College of Law.

It is important you select **STUDENT**.

b. Travel Dates

Travel Date From: the date you leave home

Travel Date To: the date you return home

If your placement is in the form of a regular visit to a set location (e.g. a fortnightly trip to a prison) use the date of your first visit as "Travel Date From" and your last day as "Travel Date To".

c. Brief Trip Description

Briefly, state what you will be doing

Examples:

Attending clinical placement in Myanmar followed by 1 weeks of private travel;

Going to London School of Economics for an overseas course for credit towards my LLB;

Undertaking an internship with a law firm in Brisbane;

Undertaking an internship in Broome with KCLS for 9 weeks and having a holiday whilst I'm there.

General Travel Information



Preparation Ensure you have the dates for the intended segment(s) of your trip, budgetary items and where necessary ANU general ledger codes. It is possible to save and resume a partially complete form at any time using the save icon above.

Already Travelled? Save time by starting your travel approval using a [previous approval as a starting point](#).

Name **Staff/Student Name** University ID **u1234567**

ANU Role *

Travel Date From *

Travel Date To *

Brief Trip Description (max 150 characters) *

Example: *Minding Animal Conference New Delhi India January 2015*

Note: The brief description will identify the trip. Itinerary details will be captured in later pages.

Acknowledgement * I certify that I am fit to travel and have not been declared unfit to travel by a Medical Practitioner.

Travel Insurance See the [Finance & Business Services](#) website for ANU travel insurance information.

More Information More information on ANU travel can be found on the [F&BS Travel Website](#).



2. Purpose of Travel

Check any appropriate travel purposes =Select 'Other' and write the course number as the purpose of travel. (e.g. LAWS4230).

Purpose of Travel = Put down what is the trip for including the course code if applicable

Eg, Self-arranged internship in Sydney LAWS4320;
LAWS4268 Community Law Clinic;
LAWS4227 Japanese Law and Society in Kyoto/Tokyo;
Myanmar Clinical LAWS4301;
Mooting Competition in Japan
ACICS summer program for credit;
London School of Economics summer school for credit etc.

Purpose of Travel

Check any appropriate travel purpose(s) * ⓘ

Conference Meeting Outside Studies and Performance Development Programs
 Research Fieldwork ⓘ Student Recruitment & Marketing Activities
 Training Visiting Lecturer Other

This is a required field

Purpose of travel *

3. Travel Plan

This section is to record specific details of your travel plans.

- *Travel Type* = Business
- Travel Segments: If you are travelling directly to one place for one purpose - complete **one** Travel Segment for the duration of your trip.
- If you are travelling overseas, or to the Kimberley region, or will be in multiple locations – please provide information on **each** Travel Segment.

You can add additional travel segments using the button in the bottom left.

Eg. Travel Segment 1: Canberra to Sydney dates, mode of travel (bus)
Travel Segment 2: Sydney to Darwin date, mode of travel (air)
Travel Segment 3: Darwin to Kununurra date, mode of travel
Travel Segment 4: In Kununurra dates indicating your arrival and departure
Travel Segment 5: Kununurra to Darwin date, mode of travel
Travel Segment 6, 7, 8 etc...same for return journey.

- Eg. Travel Segment 1: Canberra to Singapore
- Travel Segment 2: Singapore stopover 2 days
- Travel Segment 3: Singapore to London
- Travel Segment 4, 5, 6...etc. same for return journey

- o If your placement is in the form of a regular visit to a set location (e.g. a fortnightly trip to a prison), complete only one Travel Segment and use the date of your first visit as “Travel Date From” and your last as “Travel Date To”. If this is the case, please also provide more information under “Mode of Travel.”

4. Emergency Contact

- a. Please enter the most relevant phone and email address for us to contact you while travelling.
- b. Under “Other Instructions” feel free to let us know of other means of communication, for example a relevant social media handle.
- c. This is also a good opportunity to ensure that your contact details are up to date in [ISIS](#) / [HORUS](#).

5. Travel Budget

- a. *Funding Source* = Privately funded
- b. Private Travel Funding = estimated Private Funding AUD\$ = \$0
- c. Funding Comments = n/a

Travel Budget

Please provide an estimate of the anticipated expenses for your travel.

Save Back Next

- Funding source(s) *
- Funds administered by the ANU (including R, S, Q Research Grants)
 - Funding source external to the ANU
 - Privately funded

Next

Private Travel Funding

Estimated Private Funding AUD\$ *

AUD 0.00

Funding Comments

N/A

Next

6. Supporting Documentation

- a) Feel free to include as much relevant information or as many relevant attachments as you like. The College would rather have too much information than not enough.

Supporting Documentation

Save Back Next

Use the upload button below to add any documents supporting the approval of your travel. Add and remove additional documents using the + and - buttons.

Upload	Description or Comments
<input type="checkbox"/> Upload New	

Use the field below to provide any other relevant information about your travel.




7. Approving Supervisor

- a) The **Approving Supervisor** is a different person depending on what type of experience you're undertaking.

Approving Supervisor	Type of Experience
Judith Harrison	Kimberley Internship (KCLS)
Helen Rodriguez	Legal Practice Experience (LPE) KCLS LPE GDLP RRR
Edwina Breingan	All other: clinics, internships, study abroad and overseas experiences

Under *Approving Supervisor* please start typing the appropriate name – the name will then show up so you can select it:

Approving Supervisor

 Save
  Back
  Next

Choose your approving supervisor. If your supervisor is unavailable, your travel approval will be automatically forwarded to a proxy where one has been nominated. If your supervisor details are not correct, staff members can contact the local HR Manager to update the record in HR Management System and students can contact the college student administration office to update the record in Student Administration System. Once your record is amended you can resume your travel approval and make the appropriate selection.

Supervisor*

Note: Supervisor and Supervisor Role selections may take some time to return results, dependant upon server traffic loads. Please wait until results are returned before continuing.

8. Approving Delegates

The **Approving Delegate** is either the Head of School or the Student Administration Manager.

Approving Delegate	Type of Experience
Nicole King	any Domestic Travel
Anthony Connolly	International Travel - LLB/JD/LLM students
Lynette Du Moulin	International Travel - GDLP/MLP students

Under *Approving Delegate* please type in appropriate name – the name will then show up so you can select it:

Approving Delegates

 Save
  Back

Traveller may leave the Approving Delegates section blank if uncertain of the appropriate delegate(s). If left blank, the delegate will be nominated by the Approving Supervisor

Domestic Delegate: