|  |  |  |  |
| --- | --- | --- | --- |
| **To:** | Professor Scott Bowman AOVice-Chancellor and Presidentvc@cdu.edu.au  | **From:** |  |
| **Subject:** | International travel booking request | **Date:** |  |

PTA# (**number**) for international travel to (**Country name**) for the purpose of (**reason**). *Please attach supporting documentation, if available.*

**Travel Details**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Location(City and Country) | Start Date | End Date | Accommodation(Hotel name, not required, etc) | University Business (#days) | \*Personal Travel (#days) |
| *eg: Mumbai, India* | *2/01/2024* | *12/01/2024* | *The Taj Mahal Palace* | *10* | *0* |
|  |  |  |  |  |  |
| Total Days |  |  |

*\*CDU insurance does not cover personal travel days, therefore please ensure to arrange private travel insurance for these days.*

Funding for the travel is being paid for by (**XXXX**). E.g., external party, grant, research funds, personal funds.

**Traveller Declaration**

* I have read, understood, and will adhere to the [CDU Travel Policy](https://policies.cdu.edu.au/view-current.php?id=56), and I am travelling of my own volition.
* I have completed, signed and submitted the relevant risk/safety assessment forms to my Supervisor.
* I have reviewed <smartraveller.gov.au> and subscribed to receive updates for [**Country name**].
* I will remain in contact with my Supervisor and provide regular updates.

Signature:

**[Traveller Name]**

[Position]

Date:

**Recommended / Not Recommended Approved / Not Approved**

**Signature: Signature:**

**[Supervisor Name] [SET Member Name]**

**[Position] [Position]**

**Date: Date:**

**Approved / Not Approved**

**Signature:**

**Professor Scott Bowman AO**

**Vice-Chancellor and President**

**Date:**

**CDU Travel Policy: Clauses 19-24 - Private travel**

(19) The practice of combining private travel with official travel is not encouraged. Where private travel is requested in conjunction with official university travel, the reason for travel is determined based on the numbers of days between private and official travel:

1. Incidental private travel: Private travel is considered incidental to official travel where the private component is less than 30 per cent of the total travel period. The traveller will not be required to make a co-payment towards the cost of airfares or travel insurance as long as the private component does not result in increased cost to the university.
2. Dual purpose travel: The travel is considered to be dual purpose where the number of private days is more than 30% and less than 50% of the total travel period.  Where travel is dual purpose, the costs between official and private will be apportioned and the traveller will be required to pay the private component calculated as follows:
3. Co-contribution on Dual purpose travel:
	1. Airfares - the traveller will be required to pay 50% of the cost of return airfares between place of residence and destination of the last day of official travel
	2. Accommodation and other incidental costs relating to private days is the responsibility of the traveller.
4. Where the number of private travel days exceeds 50% of the trip, the reason for travel will be regarded as private and the traveller will be required to pay 100% of the costs associated with the travel.

(20) Travellers must ensure, before their travel is booked, that any leave for private travel has been requested and approved.

(21) In approving dual purpose travel, travel approvers should ensure that private days do not interfere with the University's official business requirements of the trip, including returning to report outcomes, and should be incidental to the business requirement.

(22) Travellers approved for dual purpose travel must ensure that travel insurance is obtained to cover the private component of the trip as the University’s travel insurance policy does not extend to cover private travel.