

Australia Awards Student Travel

Dear Australia Award Student

Please read the following travel terms and conditions and sign that you have read and understood them. Then complete the attached travel request and submit to the Sponsored Students program **at least three weeks prior to needing to travel.**

Australia Award Travel Terms and Conditions

- Travel will be booked economy class, most direct route with no voluntary stopovers, to the international airport closest to destination city noted below.
- Fare booked is to be the “best fare of the day”.
- DFAT does not make provisions for any excess baggage costs. The student is responsible for meals and expenses (including excess baggage costs) during homeward travel.
- Student to investigate if visas are needed for any stopovers.
- Student is responsible for arranging travel insurance.
- Student is responsible for additional payment for any changes to a booking other than changes approved by Sponsored Programs coordinator.
- Please attach a copy of your passport so we can ensure the ticket matches your passport.

Students travelling with family members please note

- Please note that La Trobe University cannot book tickets for family. You have 2 options:
 - i. We can book a ticket for the Australia Awards student and you book your family members’ own travel. Note there is no guarantee it will be on the same flight or at the same price OR
 - ii. We obtain a quote on what it would cost us to fly you home and we deposit that amount into your bank account. It may be more or it may be less, that is the risk of using this option. Note with this option we are not permitted to deposit the funds until after you have travelled. This is a DFAT rule.
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I have read and understood these terms and conditions:

Student Name: _____

Student ID: _____ **Date:** _____

Signature: _____

Queries to Sponsored Programs Team:
sponsoredprograms@latrobe.edu.au

Australia Awards Student Travel

Please complete and submit to sponsored programs team a **minimum of 3 weeks prior** to preferred travel date

TRAVEL REQUEST	
Student Details (as per your passport)	
Student First Name:	
Student Family Name:	
Student ID Number:	
Nationality:	
Mobile Number:	
Email Address:	
Travel and Ticket Details	
Type of ticket please tick: (choose only 1 option)	<input type="checkbox"/> Quote only (for purposes of booking own ticket e.g. travelling with family, and being reimbursed later) <input type="checkbox"/> Reunion Travel (Return Ticket) <input type="checkbox"/> Completion Travel (One Way Ticket – end of scholarship) <input type="checkbox"/> Fieldwork Travel (Return Ticket, to home country only unless otherwise authorised by DFAT) <input type="checkbox"/> Conference Travel (Return Ticket, Research Students only who are presenting at the conference) <input type="checkbox"/> Other Travel (Details confirmed with Contact Officers)
Destination City/Airport, and Country:	
Preferred Dates of Travel:	
Depart Melbourne:	
Return to Melbourne:	
Other:	
Copy of Passport	<input type="checkbox"/> You must attach a photocopy of your passport
Special Requirements (dietary, medicals, accessibility, mobility, etc.)	
Date of submitting this form:	

Further discussion for travel reference, please contact FCM Travel Solutions:

Phone: 1300 024 857

Email: latrobe@fcmtravel.com.au

Office Hours: Monday to Friday 8.30 – 5.30

After hours contacts: 1300 662 703 (calls from within Australia)

+617 3170 7823 (calls from overseas)