

STF

This form must be submitted at least 28 days before departure. **This form is not to be used by Undergraduates accessing La Trobe Abroad or Postgraduates applying for outside research or external candidature.**

Undergraduate Postgraduate La Trobe student number

Family name Given name(s)

College School

Program of study or course

Australian address (contact address in Australia)

Street number and name

City/town Postcode Phone

Mobile Email

Purpose of travel (add page if needed)

Note: If the countries or cities to be visited have a DFAT travel advisory of level 3 or 4, justification of why this trip is essential must be attached AND a [Travel Risk Assessment](#) must be completed. Travel Advisory level explained: <http://smartraveller.gov.au/resources/travel-advice-explained.html>

It is a condition of approval that students are protected by travel insurance when travelling overseas.

Travel details

Date of Departure (dd/mm/yyyy) // Date of Return (dd/mm/yyyy) //

Country	City	Date from	Date to	Purpose (e.g. conference, study, research, personal)

Students are covered under the University's travel insurance when travelling for study, field trips and/or research purposes, including limited personal/private travel undertaken in conjunction with the trip, details concerning all country and city destinations and dates should be shown above.

Estimated cost of:

Airfare \$ _____	University's contribution to trip \$ _____	
Other Transport costs \$ _____	Is the University bearing 100% of the cost of the airfares, accommodation, fees, etc? Yes No	
Accommodation \$ _____	Lecturer's name _____	
Conference fees \$ _____	Lecturer's signature _____	
Incidentals \$ _____		
Total \$ _____		

Student signature _____ Date (dd/mm/yyyy) //

Approval Date (dd/mm/yyyy)

	Name	Signature	Date (dd/mm/yyyy)
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Subject Coordinator (UG) / Supervisor (PG) //

Head of School (UG) / Graduate Research Coordinator (PG) //

Send completed forms to The Insurance Office; insurance@latrobe.edu.au