

## SCHOOL OF CHEMICAL SCIENCES & ENGINEERING INTERNATIONAL TRAVEL PROCEDURES

**NB: TRAVEL MAY ONLY BE BOOKED THROUGH THE FOLLOWING UNSW  
PREFERRED SUPPLIERS**

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### UNSW Travel Agents for International Travel are:

<p>Campus Travel 4/33 Berry Street North Sydney NSW 2060 Email bookings: <a href="mailto:unsw@campus.com.au">unsw@campus.com.au</a> Tel: 1300 555 062 or 02 8918 0222 Fax: 02 8918 0217</p>	<p>Anywhere Travel Kingsford 345 Anzac Parade Kingsford Sydney NSW 2032 Email bookings: <a href="mailto:sales@anywheretravel.com.au">sales@anywheretravel.com.au</a> Tel: 02 9663 0411 Fax: 02 9662 2860</p>
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Required forms can be downloaded from the School's Website at:

<http://www.chse.unsw.edu.au>

click "Staff Information" then "Forms"

**INTERNATIONAL TRAVEL CAN ONLY BE PURCHASED WITH A TCARD BY  
SANDRA TWOMEY, (OR DELEGATED OFFICER).**

**Initial Approver and HOS signatures giving approval to travel must be obtained well in  
advance of your departure date.**

#### **STAFF ONLY:**

If attending a conference or international collaboration(s), apply for conference leave and/or recreational leave using myUNSW.

When you have received your approval from HOS proceed with the following steps.

#### **PER DIEM ALLOWANCE:**

If you require a per diem, the completed T4 form with the travel itinerary must reach accounts payable seven (7) working days prior to departure. Sandra Twomey will obtain the Head of School's signature. Once signed, Sandra will send to the Travel Officer, Accounts Payable for processing.

Step 1: Obtain an **"ESTIMATE OF COSTS"** via the internet or by contacting one of the Agents above.

#### **Complete the ChSE School Travel Approval Form**

- Ensure you provide details that teaching commitments will be covered during your absence.
- Complete the conference / recreational leave sections as required.

#### **Complete the T6 Travel Notification form**

Obtain approval from your Supervisor on the T6 form and then submit both forms and the estimate of costs to Sandra Twomey (School Office) who will obtain the approval signatures.

Step 2: Once the approvals have been obtained, Sandra Twomey will retain the original forms and notify you that you can now organize your flights. Contact one of the travel agents above to organize your flights / accommodation etc as required and request a final statement of costs and itinerary.

Step 3: On receipt of your statement of costs and itinerary, submit to Sandra Twomey who will arrange payment using a TCard.

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### Some notes to remember:

Please allow sufficient time for School Administration to process your requests for travel well in advance of your departure date.

Per Diem (travel advance) is available for Staff and students who don't have a TCard.

1. **T4 Form - Per diem and cash advance payments for International Travel**  
If a claim for per diem allowance and/or cash advance on accommodation, Option A, or cash advance only Option B, has been requested then the original T4 and travel itinerary must be forwarded to the Travel Officer, Accounts Payable, Chancellery for processing at least 7 days prior to travel. Payments will be made to the bank account recorded on the HR Salaries system. For students, include your bank account details on the T4 form.

When the traveller returns from their travel, they will be required to complete the Travel Acquittance Form T5 and Travel Diary within 30 days of completing business travel for reconciliation. These documents must then be sent to the Travel Officer, Accounts Payable, Chancellery.

2. **Reimbursement of Expenses**

#### **Students and Non-staff:**

If authorised by the Supervisor, upon return, the traveller may ask their Technical Officer to reimburse their expenses using the on-line Expense Reimbursement Module System.

#### **Staff**

- ii) Staff will provide all original tax invoices and receipts and request their Technical Officer to reimburse their expenses using the on-line Expense Reimbursement Module System. Reimbursements will be paid directly into their bank account.