

STUDENT TRAVEL GUIDELINES & FAQs

HOW TO APPLY

1. Apply for Study Away via your student portal.
2. Apply for travel insurance.
3. Apply for the appropriate funding and gain approval from supervisor.
4. Once outcome of funding is confirmed, please note the below guidelines when planning travel.

GUIDELINES FOR PLANNING TRAVEL

APPLICATIONS

The student is required to write an application, with a budget, that needs to be submitted to their supervisor. Once approved by their supervisor, a copy needs to be lodged with the Schools Academic Support Officer to arrange funding.

HOTEL BOOKINGS

The allowance can provide accommodation funding for standard budget accommodation. Please ensure that where possible accommodation is at budget level (around \$100 AUD per day).

DAILY FOOD AND DRINK

The allowance can provide funding for food purchases whilst a student is traveling. The average allowance for food and beverage consumption is \$40 AUD per day. Please keep in mind that the allowance will not provide funding for tipping (unless incorporated into the bill, such as in the USA) and will not provide funding for the consumption of alcohol.

AIRFARES

The allowance will provide funding for the best price economy airfare for student travel.

TRANSPORT

The allowance will provide funding for necessary transport that occurs through public transportation systems. If for some reason public transportation is not a possibility, funding can be provided for other appropriate transportation methods.

PROHIBITED TRANSACTIONS

The allowance will not provide funding for any of the following transactions: alcoholic beverage consumptions, illegal substances, food and beverage purchases for other individuals, unnecessarily excessive transactions, purchases for items not related to travel or the academic purpose.

DOCUMENTATION OF EXPENSES

1. A [Request for Reimbursement Form \(F05/F06\)](#) is to be completed and all travel receipts documented using the [Expenses Template](#).
2. Ensure all amounts are converted into \$AUD using the OANDA currency conversion platform and document this process (Students can access OANDA online, ensuring that the conversion is calculated using the date of the transaction).
3. All receipts must be scanned and compiled in a PDF document.
4. Email the **F05/F06 Form, Expenses Template and PDF of receipts** to the General Office (ms-office@unimelb.edu.au). Any expenses without a receipt will not be reimbursed.