



HDR Student Travel Absence Form

Student Name: _____

Student Number: _____

Dates of absence/travel: _____

Reason for absence/travel: _____

Destination: _____

Method of Transport: _____

Flight details if applicable: _____

Attach copy of itinerary

Supervisor authorisation:

(Please attach evidence that your supervisor has authorised this travel. Eg., copy of email stating that the travel is necessary for data collection, to attend a conference or any other legitimate reason related to your study)

Student Signature: _____

Note: this form is to be completed **prior** to your departure and submitted to the Research Officer. An email outlining your intended absence is to be sent **prior** to your departure to the following people: Research Officer (ghughes@uow.edu.au) and cc'd to your supervisor/s, Head of Postgraduate Studies (lkervin@uow.edu.au) and the Dean's Unit (tnikolic@uow.edu.au)

Authorisation for using Student Maintenance funds must be obtained from the Research Officer prior to your departure. If you are claiming travel expenses from your Student Maintenance Fund, please submit receipts to the Research Officer upon your return.