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| **PLEASE NOTE** | *This form is to be completed to record all research related travel and excludes research funding requests. Please refer to the* [*Postgraduate Research Student Travel Policy*](https://www.aut.ac.nz/about/policy-hub)*.* |

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| **Student ID** |  | **Name** |  |
| **Faculty** | Choose a Faculty | **School/Dept** |  |
| **Programme** |  | | |
| **Research title** |  | | |

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| Travel DESCRIPTION | | | | |
| **Brief description of the purpose of travel:** | | | | |
| **Has the proposed travel been approved within a Confirmation of Candidature or Research Proposal as part of:** | | | | |
|  | **Data collection:** | | **Yes** | **No** |
|  | **Research dissemination:** | | **Yes** | **No** |
| **Have you completed a** [**Postgraduate Research Hazards and Risks Assessment**](https://www.aut.ac.nz/research/postgraduate-student-support/pg-forms-policies-and-processes/forms)**?**  If no, please ensure this is completed prior to travel. | | | **Yes** | **No** |
| **Source of Funding for Travel (select all that apply):** | | | | |
|  | **Faculty/School Funded** |  | | |
|  | **Self-Funded\*** |  | | |
|  | **Externally Funded**  If externally funded, please provide details: |  | | |
| **\*Note for Self-Funded travellers:** All students travelling on university approved research related travel must book via AUT’s travel provider and will receive AUT’s preferred airline/accommodation rates. Students will normally be provided with AUT international travel insurance cover for approved research related travel. This insurance excludes personal/leisure travel.  To obtain international insurance coverage for any personal/leisure portion of the trip, student travellers must go to the [Leisure Travel Insurance Payment Portal](https://payments.aut.ac.nz/StudentTravelInsurancePayments/tran?UDS_ACTION=DEFAULT&UDS_ACTION_DATA=Elgjd0BEWwFOWFtyMEJDd1YlQnRMKEYbLzJCWgQyVEB6TSxQ) to lodge details and make payment.  For students who are self-funding their travel, contact AUT’s travel provider Orbit (using your @autuni.ac.nz email) to book your travel. Where the travel is less than 5 hours (one way) email: [shorthaul.travel@orbit.co.nz](mailto:shorthaul.travel@orbit.co.nz)  Where the travel is more than 5 hours (one way) email: [longhaul.travel@orbit.co.nz](mailto:longhaul.travel@orbit.co.nz) | | | | |

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| International Travel Only | | | | | | |
| **Please list the countries being visited and the proposed duration of stay:** | | | | | | |
| **Start Date of Travel:** |  | **End Date of Travel:** |  | | | |
| **Do you have any personal/leisure travel included in this trip?**  **If yes, please list the personal travel dates and destination:[[1]](#footnote-2)** | | | | | **Yes** | **No** |
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| **Is your passport valid for 6 months after your intended return date?** | | | | | **Yes** | **No** |
| **Have you checked you are travelling on the correct visa for the country you are visiting?**  (Some countries do not permit research to be undertaken on a tourist/visitor visa). | | | | | **Yes** | **No** |
| **For international students, have you checked any implications of international travel on your student visa?** You may contact [studenthub@aut.ac.nz](mailto:studenthub@aut.ac.nz) for advice. | | | | | **Yes** | **No** |
| **The** [**SafeTravel**](https://www.safetravel.govt.nz/travel-advisories-destination) **advisories for the country(ies) that I am travelling to have been checked and I confirm that the country I am travelling to is:**   * **Exercise normal safety and security precautions (Level 1)** * **Exercise increase caution (Level 2)** * **Avoid non-essential travel (Level 3)** * **Do not travel (Level 4)** | | | | | | |
| **If level 3 or level 4, state what the identified risks are, and how you intend to mitigate those risks (please note if the level 3 or 4 destination is also your home country):** | | | | | | |
| **For international PhD students, have you checked any implications of international travel for the retention of domestic fee status?** Refer to the [Postgraduate Handbook](https://www.aut.ac.nz/__data/assets/pdf_file/0003/796224/AUT-Postgraduate-Handbook-2024-V1.1-July-2024-Final.pdf), section: *International Applicants to the Doctor of Philosophy Programme.* | | | | | **Yes** | **No** |
| **Have local ethical approvals been considered, applied for or received (in addition to AUTEC approval)?**  **Please provide details:** | | | | **NA** | **Yes** | **No** |
| **Do you need any vaccinations for the country/countries you are visiting?**  If unsure, please check with your doctor. [CDC](https://wwwnc.cdc.gov/travel/destinations/list) website (Centers for Disease Control); [SafeTravel](https://www.safetravel.govt.nz/staying-healthy-while-travelling) website | | | | **Unsure** | **Yes** | **No** |
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| Domestic Travel Only (outside of the Auckland region) | | | |
| **Please list the cities/towns/areas being visited and the proposed duration of stay:** | | | |
| **Start Date of Travel:** |  | **End Date of Travel:** |  |

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| Local Emergency Contacts | | | |
| **Please note a local emergency contact, if you do not have a local emergency contact, please list a general emergency contact:** | | | |
| **Name** |  | **Role/relation to student** |  |
| **Email** |  | **Phone Number (inc. area code)** |  |
|  | | | |
| **Name** |  | **Role/relation to student** |  |
| **Email** |  | **Phone Number (inc. area code)** |  |

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| School and Faculty Approval | | | | | |
| **Supervisor Type (select option)** |  | **Signature** |  | **Date** |  |
| **Associate Dean (Postgraduate)** |  | **Signature** |  | **Date** |  |
| **Dean of the Graduate Research School**  For level 3 and level 4 only |  | **Signature** |  | **Date** |  |

1. A contribution will be based on the 50/50 rule whereby the student must pay 50% of the airfare costs if more than 50% of the total travel period is classified as personal/leisure time. All other costs incurred during the personal/leisure portion of the total trip must be paid from the student’s personal funds. [↑](#footnote-ref-2)