

Appendix B - Travel Application and Checklist

Your details		
First Name	Surname	Student ID

Name of conference	Country / Venue

Setting the budget			
Have you worked out all your costs?	Yes	No	Fill in the <u>Cost Sheet</u>
Have you talked to your supervisor about your budget?	Yes	No	
Has the money for your travel has been approved?	Yes	No	If no, you need to start organising things
Where is the money coming from?			
<ul style="list-style-type: none"> From the School <i>Talk to ECS/SMS Admin Team for the School Reimbursement closing date</i> 	Yes	No	
<ul style="list-style-type: none"> Research Trust Grant (RTG) <i>Your supervisor will help you set up the RTG</i> 	Yes	No	
If you're funded through RTG, what is your Grant number and when is the RTG closing date?	RTG Grant Number: RTG closing date:		
Entry Visa - APX can help you with your visa.			
Do you need an Entry Visa for the country you are travelling? WARNING! For some nationalities, we have reports that visas are taking a lot longer than usual. Apply ASAP!	Yes	No	
Do you require Transit Visa? <i>Some countries (e.g. the USA) require a transit visa.</i>	Yes	No	
Do you require a letter from the University to go with you visa application?	Yes	No	
If you need a letter, then please email sms-office@vuw.ac.nz , with the following details:			
<ul style="list-style-type: none"> Conference name City it is held Dates you will be in that country Name of the paper you are presenting 			
If you need a letter, have you emailed the Office for one?	Yes	No	
Visa Payment			
Have you emailed ECS/SMS Admin Team to see if they can make a credit card payment for the visa?	Yes	No	
Have you got a receipt? <i>It is important that you get a receipt. The ECS/SMS Admin Team will need this for the credit card payment or to arrange your reimbursement.</i>	Yes	No	
Flights – International – must be booked through APX			
Have you booked your international flights through APX?	Yes	No	

Email APX with details: govtravel@apx.co.nz			
Flights – Domestic			
Have you booked your domestic flights through APX?	Yes	No	
Email APX with details: Victoria.University@apx.co.nz			
Flight Insurances			
Have you booked your flight insurance through APX?	Yes	No	
Tickets			
<i>When you receive your tickets, please read the information supplied with the tickets as it will outline insurance details, emergency contacts and the official New Zealand travel safety warnings website.</i>			
Have you received your tickets?	Yes	No	
Do the tickets have the following information:			
• insurance details	Yes	No	
• emergency contacts	Yes	No	
• official New Zealand travel safety warnings website	Yes	No	
Conference Registration			
Have you talked to ECS/SMS Admin Team about your conference registration?	Yes	No	
Emergency Credit Card			
Do you have a credit card?	Yes	No	
Accommodation			
Have you arranged accommodation for your visit?	Yes	No	
Food			
Have you set aside money for non-per diem expenses (e.g., outside of your allotted three meals per day)?	Yes	No	
Receipts			
Have you created a folder to save all your GST receipts?	Yes	No	
Reimbursements			
Have you provided a proof of exchange rate (e.g., credit card statement or printout from an NZ bank)?	Yes	No	

Cost Sheet		
Item	Cost (NZD)	Notes
Conference registration		
Flights		
Food		
Travel (to/from airport)		
Accommodation		
Visa costs		
Other		
Other		

