PROCEDURE Checklist (as at October 2005)
The following serves as a checklist for travel or conference attendance:

- Print out from the www the first page of the travel_ece.xls spreadsheet entitled “Approval/Reconciliation of University Travel Expenses”.
- Complete the top portion of the form.
- Attach the following:
  - Itinerary and program (if conference)
  - Travel Declaration (Don’t forget to include contact details on page 2)
- Complete a Request for Leave for any Annual Leave taken during the travel (http://www.staff.curtin.edu.au/forms/index.html)
- Submit the forms to the Head of Department for approval
- Where a paper is being presented, the applicant should arrange a seminar presentation prior to departure.
- For international travel, the Executive Dean must sign the Travel Declaration. This MUST be accompanied by a copy of the approved Approval/Reconciliation of Travel. For domestic travel, the Faculty Dean or delegated officer (Jennifer Talbot) to sign the Travel Declaration.
- The duly signed travel insurance form is faxed to Corporate Risk & Compliance on (08) 9266 3551.
- Travel arrangements may now be made and may include:
  - Air Travel
  - Accommodation
  - Visas
  - Conference Registration
- After completion of travel, forward a brief report to the Head of Department
- Within two weeks of travel, please forward the reconciliation (page one of travel_ece.xls) and travel diary for travel over 5 days (page two of the travel_ece.xls) to the Department for approval. It will then be forwarded to the Faculty Support Unit.

As part of this application, the applicant needs to show that any academic responsibilities during this period are covered by other personnel.

COVERAGE OF ACADEMIC ACTIVITIES

The following staff have agreed to cover normal duties during this period:

<table>
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<tr>
<th>ACTIVITY (e.g. Lecture / tutorial / lab/student consultation)</th>
<th>DAY</th>
<th>DATE/S</th>
<th>TIME OF ACTIVITY</th>
<th>UNIT TITLE</th>
<th>SUBSTITUTE PERSON</th>
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