

SCHOOL OF BOTANY AND ZOOLOGY



THE AUSTRALIAN NATIONAL UNIVERSITY

**Fieldwork, Travel and Insurance Procedures for all Staff and Students.**

Also read documents:

[Vehicle Conditions of Use](#)

[Bushfire Safety](#)

[Drivers with Provisional Licences](#)

There is some confusion about the documentation required and procedures for travel within Australia.

The School must have a record, and approve your travel. Non-compliance is a serious problem for us and you. Insurers, through the ANU, could deny any liability leaving you with serious medical and vehicle costs in the event of an accident. The ANU could also proceed against you for unauthorised use of a vehicle if one of our vehicles was involved.

The ANU requires us to consider the measures you have taken to manage any hazards and your compliance with both the vehicle

[http://info.anu.edu.au/policies/Policies/Finance/Other/Vehicle\\_Management.asp](http://info.anu.edu.au/policies/Policies/Finance/Other/Vehicle_Management.asp) and

[http://info.anu.edu.au/policies/\\_DHR/Procedures/Fieldwork\\_Safety.asp](http://info.anu.edu.au/policies/_DHR/Procedures/Fieldwork_Safety.asp)

fieldwork policies. If you fill in the travel proposal immediately prior to departing then you do not give us this opportunity and your travel will not be approved with the attendant consequences mentioned above.

There are two forms.

1. Australian National University Travel Proposal is a triplicate form available from Madeline and is for the reimbursement of costs, making bookings etc.
2. **BoZo Travel Proposal** (2) is a double-sided form in our mailroom and includes a hazard audit.

Which forms do I fill in?

If you want to claim expenses and or travelling internationally then you need to fill out form (1).

If you are carrying out any fieldwork then you will need to fill out form (2).

In the Canberra - Queanbeyan City region, if you are not claiming expenses or undertaking fieldwork you do not need to submit a form. The details of time and destination in the booking book become the record and do not need further approval.

If you are travelling outside the Canberra – Queanbeyan City region then you will need to submit form (2) as a minimum and (1) if claiming expenses.

Remember if you are attending a conference and it includes some fieldtrips you will need to fill in both (1) and (2).

With the many field projects that occur within the Canberra - Queanbeyan City region form (2) is sufficient and only needs to be submitted once unless there is a change in personal, locations or field activities.

If you have sites outside the Canberra – Queanbeyan City region that you visit routinely then you can set up a photocopy of a completed form (2) and just include the date each time you travel, but we do need a trip proposal each time you undertake a trip.

If you are planning a major trip to a remote area then you will need to discuss this trip well in advance and will be required to submit a more complete audit of the known hazards and your proposal on how you will manage those issues. If you are unclear then contact Garry for details.