



Travel Proposal (2)

School of Botany and Zoology
www.anu.edu.au/BoZo/

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To be completed for every field trip or when travelling beyond the city and not claiming expenses¹

Please Print Clearly

Your Name: Phone No:

Reason for travel: Research Teaching Other

Travelling in: BoZo Vehicle - Rego No
Non BoZo Vehicle - Rego No Make, model, colour⁶:

Are you travelling on dirt roads: Yes No

Names of people accompanying you²:

Destination:

Contact Details³:

Depart from BoZo - Date	Time	Return to BoZo - Date	Time
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Travel Diary (Staff Only) – Honours, PhD Students, Visiting Fellows (Do Not Complete)

Total trip greater than five days: Yes (travel diary required on return) No

Private Travel (if away greater than 5 nights):

I hereby declare that I have read the Private Travel Policy and Procedures.

I anticipate _____ number of private days travel (for zero private days proceed to signature block).

(please circle)

- I agree to reimburse the amount agreed, with the Business Office to reduce the FBT liability to zero within 30 days of my return (calculation attached) **OR**
- The delegate (Dean/Director, Head or Business Manager) has approved a reduced contribution is payable by me, the traveller and that the resulting FBT (calculation attached) will be paid by the School/Centre/Faculty/Division. (After 1 October 05, Approval required from Director HR).

Trip Details

Trip Details - this should include an itinerary specifying travel routes, dates and locations⁴:

I have organised a callout system in the event I am overdue⁵:

The contact person is: Phone:

I have a current first aid certificate:

I have completed the hazard audit and read the notes overleaf:

I have read and understood the ANU fieldwork and travel policies
(http://info.anu.edu.au/fbs/Business_Functions/Business_Travel/Index.asp):

Authorisation

Signature: Date: Phone:
Field Trip Leader

Signature: Date: Phone:
Authorisation

Hazard Recognition Audit and Control Recommendations

The checklist given below provides an indication of those hazards that may need to be considered in planning the *fieldwork operation*.

Please tick to acknowledge that you have given consideration to area, add any not included.

- | | |
|---|--|
| <input type="checkbox"/> Fieldwork party
Size
Composition | <input type="checkbox"/> Firearms |
| <input type="checkbox"/> First Aid | <input type="checkbox"/> Fieldwork activities at the site
Bushwalking
Abseiling
Tree climbing
Sampling, collecting
Underground work, caving
Diving |
| <input type="checkbox"/> Clothing and Personal protective equipment | <input type="checkbox"/> Camp site
Falling limbs
Flash floods
Safe from vehicles
Secure from theft, harassment, etc |
| <input type="checkbox"/> Communication
Between participants
With locals
With Area | <input type="checkbox"/> Camp requisites
Portable water and food
Cooking facilities, LPG arrangement
Power facilities, electrical services
Lighting and noise
Privacy
Accommodation facilities
Hygiene and ablution arrangements
Smoking and alcohol consumption |
| <input type="checkbox"/> Etiquette requirements
Bush etiquette
Native etiquette
Collecting permits
Permission to enter private land | <input type="checkbox"/> Fire risks |
| <input type="checkbox"/> Tides and Weather
Tide data
Bureau of Meteorology
Radio broadcasts | <input type="checkbox"/> Fauna and Flora
Snakes
Spiders, ticks, insects etc
Leeches
Crocodiles, sharks etc
Wild pigs, cattle etc
Zoonoses
Botanical poisons or allergens |
| <input type="checkbox"/> Transport
Vehicles
Motorbikes
Boats
Aircraft
Driver licensing
Driver training | <input type="checkbox"/> Other hazards |
| <input type="checkbox"/> Navigation
Route selection
Location determination
Direction determination
EPERB | |

Notes

- ¹ This form must also be completed if you lodge the "other" Travel Proposal form claiming reimbursement.
- ² You must ensure that those people accompanying you are capable of undertaking the tasks required and have the appropriate clothing and gear.
- ³ Include your contact details and that of the relevant land manager.
- ⁴ This is vital information that will be used if a search and rescue needs to be activated. Details are important, specifying, for example, the Brindabellas is **NOT** sufficient.
- ⁵ You must make specific arrangements with someone at work or home who can contact us in the event you are overdue (ring Security ANU 6125 2249).
- ⁶ In the event of a callout we need a vehicle description as well as the registration number if this is not a BoZo vehicle.