

MACQUARIE UNIVERSITY

Cotutelle/Joint Degree Airfare Request Form



MACQUARIE
University
SYDNEY · AUSTRALIA

Submit this request form to the Higher Degree Research Office, Level 3 C5C East, Macquarie University NSW 2109 AUSTRALIA. Phone: +61 2 9850 7986 Fax: +61 2 9850 6198 Email: hdrocotutelle@mq.edu.au

This form may be used by cotutelle and joint degree candidates who have a travel allowance specified in their cotutelle or joint degree agreement. Candidates may claim in accordance with their agreement when travelling from an international location to Sydney to undertake a cotutelle or joint degree at Macquarie University, or when returning to their partner institution from Macquarie University. All travel is approved in accordance with the Macquarie University Travel Policy: <http://www.mq.edu.au/policy/docs/travel/policy.html>.

Eligibility:

- You must have a clause in your cotutelle or joint degree agreement specifying a travel allowance entitlement from Macquarie University
- You must have a valid passport and a current student visa before submitting this request form

Procedure:

- Complete and return this form directly to the Cotutelle Officer at the HDRO by email, fax or post. HDRO will arrange to book your airfare and will email your flight itinerary to you.
- The request must be lodged to the HDRO **at least 3 weeks** before your intended departure date.

MQ REFERENCE/STUDENT NUMBER:

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PERSONAL DETAILS: Enter your name as it appears on your passport

Surname: _____ First Name(s): _____

Email address: _____ (Your flight details / itinerary will be sent to this email address)

Contact address: _____

Mobile phone no: _____ Date of Birth (dd/mm/yyyy): _____

PASSPORT AND VISA DETAILS:

Passport number: _____ Visa number & type: _____

Passport expiry date: _____ Visa expiry date: _____

Country of citizenship: _____ Visa place of issue: _____

PARTNER INSTITUTION AND COUNTRY:

Name of partner Institution/University: _____ Country: _____

DEPARTURE DETAILS:

From(city/country): _____ Preferred date of flight : _____ / _____ / _____

To (city/country): _____ dd mm yyyy

RETURN FLIGHT DETAILS:* N/A OR I require a return flight, as follows:

From (city/country): _____ Preferred date of flight: _____ / _____ / _____

To (city/country): _____ dd mm yyyy

IMPORTANT: The information you provide on this form will be used by Macquarie University to book your airfare from the point of departure specified in your agreement, on the preferred departure date. **Please check that all details provided are correct.**

Additional fees are not covered: Once an airfare is booked for you by Macquarie University, any additional fees associated with changing booking details, including but not limited to change of flight date, cabin upgrades or extra luggage allowance fees, are not covered by this travel allowance.

***Return flight:** You are not required to book your outbound and inbound flights at the same time. If you are booking a one way flight and still have a claimable return flight, we will arrange to book the return flight for you. For further instructions on how to lodge a travel request, refer to http://www.hdr.mq.edu.au/information_for/scholarship_holders/allowance_claims

DECLARATION OF AWARD HOLDER:

[] I have read Macquarie University's Travel Policy and agree to accept the terms and conditions in the Policy; and that
[] I declare that the information supplied by me on this form is complete, true and accurate in every particular.

Signature: _____

Date: _____

OFFICE USE ONLY

Released amount :	\$ _____	Estimated commencement	_____/_____/_____
Booking Number:	_____	MQ Account No.	_____
Travel agent :	_____	Request checked:	_____