

Fitness to Travel Medical Certificate

A Fitness to Travel Medical Certificate (refer to page 1) must be completed by a registered medical practitioner for all person/s requesting Curtin approved travel where:

1. They have a Pre-existing Medical Condition or Disability, as outlined in the [Staff Travel Procedures](#), [Student Travel Procedures](#) or the [Travel Insurance Brochure](#).

and / or
2. They are requesting Reasonable Adjustments (*Staff can go to the [People & Culture webpage](#) for further information and Students can go to the [Curtin AccessAbility webpage](#) for further information*) to travel fares based on a Pre-existing Medical Condition or Disability e.g. requests for business class fares or transfers on the basis of a medical condition or disability.

Note: Curtin University will endeavour to provide reasonable adjustments where practicable.

Information obtained on the Certificate shall be used to assess requests for travel by Travel Approvers and/or Executive Managers in line with their Duty of Care responsibilities and within the [University's Privacy Statement](#).

Completing your Travel Request

All travellers should attach their completed Fitness to Travel Medical Certificate to their Travel Request Form within the Travel Operations Portal (TOP) for each new travel request.

Where specific hotel accommodation and/or other travel requirements are recommended for Curtin funded business travel (e.g. transfer from airport to hotel or accessible bathroom), the medical recommendations should be noted in the 'Accommodation Details' free text field in the TOP travel request.

Where reasonable adjustments relate to Curtin funded air fares i.e. Premium Economy or Business Class, these fares are approved at the discretion of the Executive Manager (PVC, DVC etc.). Where the Fitness to Travel Medical Certificate indicates fare type as a reasonable adjustment, the traveller is required to input the registered medical practitioner name, certificate date and travel adjustment recommendation into the 'Reason Fare Chosen' free text fields in the TOP request form.

Not declaring a Pre-existing Medical Condition or Disability, or providing the requisite Fitness to Travel Medical Certificate, could jeopardise your insurance cover while overseas, and even void your cover if you need to make a claim of any sort.

Please direct any queries to:

Travel Insurance queries – insurance@curtin.edu.au or riskmanagement@curtin.edu.au

Travel Operations Portal (TOP) queries – traveloperations@curtin.edu.au or 9266 9000 option 4

Staff queries - workerscomp@curtin.edu.au or 9266 4468

Student queries - access.ability@curtin.edu.au or 9266 7850 or 1800 651 878