



Curtin University

Travel update

Susan Chung

A global university

Western Australia | Dubai | Malaysia | Mauritius | Singapore

Requesting approval for travel

Initiate

- Speak with your supervisor about your travel request
- Complete any pre-requisite forms. e.g. Fieldwork will require an approved FRA (Fieldwork Risk Assessment)

Submit

- Complete travel request in TOP (Travel Operations Portal) via Student Oasis

Approval

- Travel to high-risk destinations, will require approval from Risk Management team
- Supervisor to endorse
- School reviews request
- Approved by school



Travel booking process

If you have received funds for your airfare, you are required to book through ATPi, Curtin's travel management company to access Curtin negotiated airfares and hotels rates

- Domestic travel - via online booking tool
- International travel - facilitated by travel operations team

Booked your own flights?

- Airline must meet Curtin's required safety rating 5/7 www.airlineratings.com/airline-ratings/
- Send your confirmed flight itinerary to traveloperations@curtin.edu.au

Travel insurance

- Comprehensive cover for duration of your Curtin approved activity
(refer to insurance policy for details)
 - Private travel is not covered
 - Limitation of 180 days
- Fit to travel certificate required for pre-existing medical conditions
- <https://www.curtin.edu.au/students/personal-support/travel-support/>



Travel risk and restrictions

International SOS Emergency Assistance

Phone: +61 2 9372 2468

Membership no. 12AYCA656047

Incident alerts:

+215 354 3803 set for inbound calls (save this to know ISOS is calling). SMS no. will change

Tracker information relies on Travel Operations receiving your complete itinerary

Download the Assistance App



or at

app.internationalsos.com



Visas, Covid tests, mandatory apps, health declaration, vaccinations?

<https://apply.joinsherpa.com>



Questions?

Make tomorrow better.