

ATTACHMENT 12 - CHECKLIST FOR TRAVELLERS

All applications should be submitted within the timeframes outlined in the Approval Delegation Matrix (Attachment 2).

The below checklist should be completed and attached with each Travel Proposal form.

FUNDING TYPE	✓ if attached	DOCUMENTS REQUIRED
Mandatory for ALL travel applications		
All funding types	<input type="checkbox"/>	Complete Travel Proposal form (Attachment 3)
	<input type="checkbox"/>	Event information (i.e. agenda, meeting information, conference information)
	<input type="checkbox"/>	Copy only of leave form (including any leave during the event and additional annual leave)*
Mandatory for specific funding types		
Self funded		No additional attachments required.
Special Purpose Accounts (SPA)	<input type="checkbox"/>	Relevant approval from SPA holder**
	<input type="checkbox"/>	For Interstate & Intrastate Travel – an estimate of the fare
	<input type="checkbox"/>	International travel – an estimate of the fare
Commercial Sponsorship	<input type="checkbox"/>	Commercial Sponsorship Agreement (Attachment 4) signed by both WA Health and the sponsoring organisation
	<input type="checkbox"/>	Sponsored Travel Personal Declaration (Attachment 5)
	<input type="checkbox"/>	Conflict of Interest Assessment Guide and Record (Attachment 7)***
Non-commercial Sponsorship	<input type="checkbox"/>	Sponsored Travel Personal Declaration (Attachment 5)
	<input type="checkbox"/>	Conflict of Interest Assessment Guide and Record (Attachment 7)***
Operational	<input type="checkbox"/>	For Interstate & Intrastate Travel – an estimate of the fare
	<input type="checkbox"/>	International travel – an estimate of the fare

*Leave form only if leave is being taken. **SPA approval varies between SPA accounts. Check with the relevant SPA holder/Business Manager of the application process and Terms of Reference.

*** Conflict of Interest Assessment Guide and Record (Attachment 7) is only required if 'yes' is answered to one or more of Question 2 - 8 in the Sponsored Travel Personal Declaration (Attachment 5).

AFTER TRAVEL (within one month of returning to work)

If attending a conference a record, for example a report, briefing or presentation, must be provided to colleagues and peers. A copy of this must be attached to your approved Travel Proposal form for record keeping purposes.