**Student Research and Conference Travel**

Once the money for your travel has been approved you need to start organising things - please don’t leave it to the last minute.

Find out if the money is coming from the School or if you need to set up a Research Trust Grant. Your supervisor will help you set up the Research Trust Grant.

Ask your supervisor what the budget is and work out all your costs. Go through these costs with your supervisor.

The offer to finance your conference/research travel is based on the understanding that you will claim any reimbursements before the Research Grant closes or before the end of year budget closes (14th December). If you claim after the closing date the money will no longer be available.

**Entry Visa**

Find out if you need an entry visa for the country you are travelling to. For some nationalities we have reports that visas are taking a lot longer than usual. So please do this ASAP.

If you need a letter from the University to go with you application, please email Sue Hall, with the conference name, city it is at, dates you will be in that country, and what you are presenting at the conference.

Email Sue Hall, or Siyun Thompson, if payment for the visa can be made by credit card as they can do this. It is important that you get a receipt. Sue or Siyun will need this for the credit card payment or to arrange your reimbursement.

**Flights**

You need to book your international flights through APX.

Please email APX with details:

Rachel Walsh – rachel.welsh@apx.co.nz

Mary O’Hara-Smith – mary.o’hara-smith@apx.co.nz

APX will also arrange any domestic connecting flights. Tell them that Sue Hall from the School of Engineering and Computer Science (suzan.hall@vuw.ac.nz) will authorise the travel and give the account details. They will email Sue, so you don’t need to cc her.

APX will automatically arrange travel insurance. Please do not cancel the insurance if you are an international student and have your own. Why? Because if something goes wrong and insurance is acted upon, it is easier and faster for the University to arrange reimbursements through their own insurance provider.

For domestic travel please email Sue Hall or Siyun Thompson to arrange. Please look up your preferred flights – date and times and send that information to Sue or Siyun.

Please do not pay for or book your international travel (including Australian travel) through another provider or on-line.

**Conference Registration**

Sue Hall or Siyun Thompson can help you with this. They prefer to have you on-line in their room and then they make the credit card payment. Please email them to make a time and tell them how much it is. This means they can also arrange to extend their limit if needed. Please don’t leave this to the last day of registration.

**Emergency Credit Card**

You will need a credit card for international travel, especially for emergencies, so please arrange to get one from your bank. If you explain why, they will arrange a temporary one. If the Bank needs a University staff member to verify that you are travelling overseas please contact Sue Hall.

**Accommodation**

This can sometimes be booked through the conference registration, or on-line, or through APX. Again this can be completed on-line through Sue or Siyun.

**Food**

We do not pay for alcohol, laundry, in-house videos or anything from the mini-bar. Please keep your restaurant bills modest. That is, just because you have $50 left in your budget you should not have an expensive dinner.

**Receipts**

Please keep your receipts and bring them to Sue Hall or Siyun Thompson to arrange for your reimbursement. Your credit card receipt is not a receipt. The University requires an itemised official receipt and in New Zealand this needs to include the GST number. If you are going to a country that does not do receipts (like Turkey) take your own receipt book and have the vendor full it out.

We do not give cash in advance.

**Reimbursements**

The University requires proof of the exchange rate. This can either be your credit card statement or a print out from a NZ bank. If not provided, Sue or Siyun will use the exchange rate on the day they do the reimbursement form.

If you have an employment contract with the University we use the staff reimbursement form (you will need to sign it). If you do not have a current contract you will need to provide your bank account details on a pre-printed form or have them verified at the bank.