

Travel Request Form - Sydney

Terms and Conditions

1. ANSTO may provide travel support for up to 3 facility users from [AINSE Member Organisations](#). Users must be a student or staff member at the organisation and must be listed on the proposal.
2. ANSTO may support accommodation for the number of experiment days scheduled, plus 2 additional days. This allows facility users to arrive a day before their experiment commences and an additional night on the day that their experiment ends. Users will incur the charge for additional nights. Check-out time is strictly 10am.
3. Each individual is responsible for charges for meals, additional nights, phone calls and dry cleaning.
4. The Principal Research Scientist must complete the travel request form at least 4 weeks prior to travelling. The form must be emailed to the user.office.nsw@ansto.gov.au for processing.
5. Booking cancellations need to be within 48 hours prior to scheduled check-in time. Failure to advise the ANSTO User Office of non-attendance will result in the user(s) incurring the accommodation charges.

Proposal Funding Details			
Proposal ID			
Proposal Title			
Schedule Dates			
Details of all users included in this funding application			
	User 1	User 2	User 3
Full Name			
Email Address			
Organisation			
Departure City			
Accommodation Requirements			
Check-In Date			
Check-Out Date			
Check-In time	14:00	14:00	14:00
For Office Use Only			
Reference Number			
PO Number			