

Travel Request Form – Sydney

Terms and Conditions

1. ANSTO may provide travel support for up to 3 facility users from [AINSE Member Organisations](#). Facility users must be a student or staff member at the organisation and are required to be listed as attending on the proposal.
2. ANSTO may support accommodation for the number of scheduled experiment days, 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. Facility users will incur the charge for any additional nights outside of this. Check-out time is strictly 10am.
3. Individuals are responsible for all charges incurred 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. Any changes to a booking or cancellation requests need to be submitted at least 48 business hours prior to scheduled check-in time. Failure to advise the ANSTO User Office of non-attendance will result in the facility users incurring the accommodation charges.

Proposal Details			
Proposal ID			
Proposal Title			
Scheduled Dates			
Details of all users included in this application			
	Person 1	Person 2	Person 3
Full Name			
Email Address			
Phone contact			
Organisation			
Departure City			
Accommodation Requirements			
If additional accommodation is required, contact the ANSTO User Office (02 9717 9111)			
Check in date			
Check out date			
Check in time	14:00	14:00	14:00
For Office Use Only			
Reference Number			
PO Number			