



**Australian Government**  
**Department of the Environment and Energy**  
Australian Antarctic Division

**Australian Antarctic Program**  
**TRAVEL AND ACCOMMODATION ARRANGEMENTS**

Normal AAD policy is to fly expeditioner employees to Tasmania on the day before the actual date of commencement.

Please provide your preferred approximate time of travel and the airport you will be travelling from.

You will receive notice of confirmed travel and accommodation arrangements ASAP.

**PREFERRED FLIGHT DETAILS**

**TIME**

**FROM (AIRPORT)**


**PLEASE NOTE:** Accommodation will be provided, where possible, in 2 bedroom, fully self contained units. It is likely you will be sharing with one other expeditioner.

1. If you wish to travel on the Spirit of Tasmania you must make your own arrangements and forward details to Personnel Services. If approved (and upon the AAD receiving copies of your receipts), you will be reimbursed **up to the amount** it would have cost the AAD to fly you to Hobart. Please complete the box below if applicable.
2. The AAD will only provide or reimburse (up to \$90/night) for accommodation from the day before commencement.

**I HAVE BOOKED**  
**SPIRIT OF TASMANIA**  
**DATE**

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If you have any questions regarding your travel please contact Personnel Services on free call 1800 030 755.

**Name (please print)** \_\_\_\_\_

**Signature** \_\_\_\_\_ **Date** \_\_\_\_/\_\_\_\_/\_\_\_\_