



**Australian Government**

**Department of Sustainability, Environment, Water, Population and Communities**  
**Australian Antarctic Division**

**Australia's Antarctic Program (AAP)**  
**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 in 2 bedroom, fully self contained units.  
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, you will be reimbursed **up to the cost** it would have cost the AAD to fly you to Hobart upon the AAD receiving copies of your receipts. Please complete the box below if applicable.
2. The AAD will only be responsible 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** \_\_\_/\_\_\_/\_\_\_