



Australian Government

Department of Climate Change, Energy, the Environment and Water

Australian Antarctic Division

PRE-DEPARTURE LEAVE & TRAVEL REQUEST
Australian Antarctic Program - Expeditioners

This form is only for winterers who have pre-departure leave scheduled in their training program. The leave must be approved by your Station Leader.

Name: _____

Station: _____ Job: _____

Contact No: _____

Leave Period From: ___/___/___ To: ___/___/___

Will you be remaining in Hobart? Yes No
(Please circle)

METHOD OF TRAVEL: Air (AAD to arrange) Making own arrangements

From: _____ Date: ___/___/___ Preferred time: _____

To: _____

Return: _____ Date: ___/___/___ Preferred time: _____

If fare is being used for expeditioner's spouse/child/other, please specify the following: -

Name: _____ Relationship: _____ Date of birth: _____

Contact Number of Person travelling: _____

Signed: _____ Date: ___/___/___

*Please note: Expeditioners are entitled to one return airfare to your home location.
Cab-charge vouchers will not be provided for travel during pre-departure leave.

*If own travel arrangements are made, AAD will reimburse up to the cost of the airfare if the booking was organised by AAD
(Please submit to Expeditioner Services Team after Station Leader has signed below)

LEAVE APPROVAL

TRAVEL APPROVED

Recommended _____ /___/___
Station Leader

Approved _____ /___/___
Assistant Director - Expeditioner Services

Approved _____ /___/___
General Manager People & Culture

Office use only

- Travel processed
- Itinerary attached
- AAD accommodation approved Recorded on
- SAP
- Incidentals adjusted