



Australian Government

Department of Climate Change, Energy, the Environment and Water
Australian Antarctic Division

Pre Departure Leave and Reunion Travel Request - Wintering Expeditioners

Return this form 21 days prior to intended leave/travel dates, to Expeditionertraining@aad.gov.au

Name _____ Station: _____ Job _____

Contact No: _____

Leave Period From: ____/____/____ To: ____/____/____

Are you remaining in Hobart? Yes

No

Travel Arrangements: 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: _____

Signature _____

Date: ____/____/____

Points to note

- Expeditioners are entitled to one return airfare to their home port.
- If you wish to make your own travel arrangements, contact Expeditioner Capability and Training for a cost comparison before booking flights. AAD will reimburse you to the value of the cheapest comparable option.
- Flights arranged by the AAD will only be changed under exceptional circumstances
- Cab-charge vouchers will not be provided for travel during pre-departure leave.
- For those in shared Expeditioner accommodation in Hobart, intending to have family or a friend stay there during the leave period, you must obtain emailed approval from your accommodation mate. Forward the approval along with this form to [Expeditioner Capability and Training](#)