

Sir Roland Wilson Pat Turner Scholarship Domestic Travel Protocol (2020)

The Foundation will support interstate travel for Sir Roland Wilson Pat Turner scholars to Canberra for our signature events, including the Scholar's Symposium and the Secretaries Dinner.

The Foundation will arrange and pay for flights and accommodation, and will reimburse agreed taxi/Uber fares.

Domestic Travel Approval Procedure

Steps:

1. Complete the **Pat Turner Scholars Domestic Travel Proposal form**
2. Charles Darwin University students will need to complete an [ANU Vendor Application](#) form for reimbursements (e.g. taxis)
3. Submit the forms to srw.foundation@anu.edu.au for approval
4. The Foundation will book your flights and accommodation and provide you with booking details/confirmations
5. Upon completion of travel, complete an [ANU Expense Reimbursement Form](#) for agreed reimbursements.

Reimbursements

The Foundation will pay reimbursements, as per your approved Pat Turner Scholars Domestic Travel Proposal form. Reimbursements may be requested for taxi/Ubers fares between your home and the airport, the airport and your accommodation, and your accommodation and the event venue.

All reimbursement requests need to be accompanied by valid receipts or proof of purchase.