

MANAAKI NEW ZEALAND SCHOLARSHIPS TRAVEL FORM

VICTORIA UNIVERSITY OF WELLINGTON • NEW ZEALAND



VICTORIA UNIVERSITY OF
WELLINGTON
TE HERENGA WAKA



MANAAKI
NEW ZEALAND
SCHOLARSHIPS

DEVELOPING
CAREERS
COMMUNITIES
COUNTRIES

This form is to be completed by Manaaki New Zealand Scholarships students travelling to or from Victoria University of Wellington. Please send your completed travel form to vuw@travelctm.com, and attach a scanned copy of your passport (personal details page) and student visa.

1. TRAVEL WILL BE BOOKED ON THE MOST ECONOMICAL AND DIRECT FLIGHTS.

- ▶ You may not request any stopovers, travel with specific airlines, or via specific routes.

2. ALL STUDENTS' TRAVEL IS TO BE BOOKED VIA CTM, WITH THE FOLLOWING TWO EXCEPTIONS:

- ▶ Domestic travel for personal reasons (booking via CTM is optional)
- ▶ Death of an immediate family member, requiring emergency travel with insufficient notice for CTM to make a booking.
If you book your own travel for reasons other than the above you will not be reimbursed.

3. IF YOU WISH TO TRAVEL WITH FAMILY YOU CAN ARRANGE THIS USING ONE OF TWO METHODS:

- ▶ Request CTM to book family members on the same itinerary (at student's expense)
- ▶ CTM books your flights first, then you make a separate booking for your family on the same flights through another travel agent or directly with the airline.

4. TRAVEL FORMS MUST BE SUBMITTED AT LEAST TWO MONTHS PRIOR TO TRAVELLING.

5. BE FLEXIBLE WITH DATES. THIS ALLOWS CTM THE OPPORTUNITY TO FIND WELL-PRICED, DIRECT FLIGHTS FOR YOU.

6. AT THE END OF YOUR SCHOLARSHIP, FINAL TRAVEL DATES ARE TO BE THE EARLIEST OF THE FOLLOWING TWO OPTIONS:

- ▶ Within 14 days of the final exam or thesis submission date
- ▶ Before your student visa expires.

7. YOUR CURRENT STUDENTS SAFE UNIVERSITY INSURANCE COVERS YOU FOR UP TO 90 DAYS. IF YOUR TRAVEL DURATION EXCEEDS 90 DAYS, YOU MUST PURCHASE ADDITIONAL INSURANCE COVER HERE:

www.insurancesafenz.com/explorersafe/explorer-safe-outbound

- ▶ Please forward your receipts/invoice to your ISO for reimbursement approval.

STUDENT'S DETAILS

TITLE

STUDENT ID NUMBER

FIRST NAME (as shown in passport)

MIDDLE NAMES (as shown in passport)

SURNAME (as shown in passport)

SEX Male Female Gender X (Gender diverse)

DATE OF BIRTH

HOME PHONE

MOBILE PHONE

EMAIL ADDRESS

HOME ADDRESS

PASSPORT DETAILS

NATIONALITY

PASSPORT NUMBER

PLACE OF ISSUE

DATE OF ISSUE

DATE OF EXPIRY

TRAVEL TYPE

- ▶ Before your student visa expires.
REUNION TRAVEL
HOME-LOCATED RESEARCH
COMPASSIONATE TRAVEL
FINAL TRAVEL (finishing students)
PhD ORAL EXAMINATION
ON-AWARD DEFERRAL

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FLIGHT DETAILS

PREFERRED DATE OF DEPARTURE
DEPARTURE LOCATION (nearest airport)

ARRIVAL LOCATION

PREFERRED DATE OF DEPARTURE
DEPARTURE LOCATION (nearest airport)

ARRIVAL LOCATION

PREFERRED DATE OF DEPARTURE
DEPARTURE LOCATION (nearest airport)

ARRIVAL LOCATION

PREFERRED DATE OF DEPARTURE
DEPARTURE LOCATION (nearest airport)

ARRIVAL LOCATION

SPECIFIC REQUESTS FOR THIS BOOKING

You may not request to travel with specific airlines or via specific routes (unless for visa purposes).

DIETARY RESTRICTIONS OR ALLERGIES (describe)

MOBILITY REQUIREMENTS (describe)

OTHER REQUESTS

BAGGAGE:

One standard bag is covered by the scholarship. **Extra luggage cannot be purchased on all flights.** If extra luggage can be booked, would you be interested at buying more at your own cost?

YES NO

I UNDERSTAND THAT:

- ▶ my preferred dates may not be available
- ▶ my flights will be booked according to the Scholarship guidelines
- ▶ I will have the chance to check and confirm my itinerary
- ▶ once my itinerary is confirmed, no changes are permitted
- ▶ if I absolutely must change my booking, I must pay any additional expenses.

I HAVE ATTACHED A COPY OF MY:

PASSPORT (personal details page, required)

STUDENT VISA (if applicable)

Please send your completed travel form directly to
vuw@travelctm.com

SCHOLARSHIPS CODING (OFFICE USE ONLY)

- ▶ Approver select one option only

Cost Centre	2053	Approver	Ryan Stuart
Project Code			Josh Ruddock Vivian Wei Rara Larasati