

MNC Essential requirements & Checklist

- **Budget/Quotes for trips have to be obtained by the staff member and sent to Thetis before any action can be taken**
To include:
 - Airfares
 - Accommodation
 - Registration
 - Any other costs related
- **REMEMBER: Funding Source or Funding sought to be noted on Budget** (Template in which Thetis will send you)
- **Thetis to present Budget to Prof. Chris Pantelis & Jim Murray for approval. If approved, each staff member must fill out an "MNC EXPENDITURE /INCOME FORM" for each associated cost, and for each separate quote. (i.e. Registration, Airfare, Accommodation on separate forms)**
 - Then staff member to sign, hand to Thetis and once Chris Pantelis has signed the form, Thetis will then make payment.
- **HR18 Travel Approval Form has been completed and handed to Thetis Sardo.**
 - (See Thetis for further details)
- **Uni Melb** - Conference Leave forms completed or entered in THEMIS
Melbourne Health - Conference Leave form completed and handed to Thetis.
- **Travel Diary is completed for each trip**
 - Handed to Thetis Sardo upon return for photocopying and filing
- **ALL Receipts/Invoices are obtained in envelope provided**
And to be handed to Thetis Sardo if reimbursements are required.

USEFUL CONTACT NUMBERS:

Melbourne Neuropsychiatry Centre – Sunshine Hospital

Thetis Sardo & Barbara Stachlewski

Ph: +61 3 8345 1303

Fax: +61 3 8345 0599

Email: Thetis.Sardo@wh.org.au

Barbara.Stachlewski@mh.org.au

Websites of interest: www.smartraveller.gov.au

www.traveldoctor.com.au

www.travelclinic.com.au

Consular Policy Branch
Department of Foreign Affairs and Trade
RG Casey Building
BARTON ACT 0221

Tel: (02) 6261 3305; 1300 555 135

The 24-hour Consular Emergency Centre (CEC) in Canberra can also be contacted for assistance from anywhere in the world on +61 2 6261 3305 or +61 1300 555 135.