

TR1 TRAVEL APPROVAL FORM



This form is to be completed before travelling on University business.

Applicant details

Name of Traveller _____ Employee ID _____

Faculty/School/Division _____

Email address _____ Phone No. _____

Travel details (Please attach copy of proposed travel itinerary)

First day of travel _____ Last day of travel _____

N^o of business days _____ N^o of private days * _____

Purpose of travel _____

* If number of private days exceeds 40% of total, FBT may be payable (Contact your Finance Manager).

Estimated travel costs (AUD\$)

Airfare (incl taxes) \$ _____

Fees - conf/seminar \$ _____

Accommodation \$ _____

Meals and incidentals \$ _____

Other \$ _____

Estimated Total Costs \$ _____

Chartfields

Fund	Department	Project	% allocation	

Employee declaration

I confirm that I have read and will comply with the UNSW Travel Policy and Travel Procedure
I confirm that I have made arrangements to cover my teaching/supervision/duties for my absence
For international travel, I confirm that I have read and understood DFAT travel advice.

Applicant's signature _____ Date _____

Approval by Dean/Divisional Head/Head of School

I approve the travel arrangements and estimated travel costs indicated above.

Signature _____ Date _____

Name _____