

# TR2 APPLICATION FOR A TRAVEL ALLOWANCE



A Travel Allowance is a pre-determined daily amount to cover accommodation (domestic only), food, drink and incidentals.  
 This application form is to be used by staff travelling on approved University business.  
 The completed form must be forwarded to your Administrator for entry into NS Financials.

## Applicant details

Name of Traveller \_\_\_\_\_

Faculty/School/Division \_\_\_\_\_

Dept/Unit/Position \_\_\_\_\_

Employee Number \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

## Travel details (Please attach a copy of the travel itinerary)

First day of travel \_\_\_\_\_ N° of business days \_\_\_\_\_ For payment prior to travel

Last day of travel \_\_\_\_\_ N° of private days \* \_\_\_\_\_ For payment after travel

Destination(s) \_\_\_\_\_

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

## Domestic Travel Allowance

Please tick each item claimed. Do not claim items provided or included in the event cost, such as at conferences, seminars etc

	B'fast	Lunch	Dinner	Incidentals	= \$	<input type="text"/>	X	<input type="text"/>	= \$	<input type="text"/>	TOTAL
					= \$	<input type="text"/>	X	<input type="text"/>	= \$	<input type="text"/>	

## International Travel Allowance

Country	Meals	+	Incidentals	X	No of days	= \$	<input type="text"/>	TOTAL
<input type="text"/>	<input type="text"/>		<input type="text"/>		<input type="text"/>			
<input type="text"/>	<input type="text"/>	+	<input type="text"/>	X	<input type="text"/>	= \$	<input type="text"/>	

## Chartfield

Fund	Department	Project	

## Employee declaration

I confirm that, should a change in travel plans affect the Travel Allowance payment, I will repay funds owing  
 For international travel, I confirm that I have read and understood DFAT travel advice.

Applicant's signature \_\_\_\_\_ Date \_\_\_\_\_

## Approval by Authorised Travel Approver

I approve the travel arrangements and estimated travel costs indicated above

Signature \_\_\_\_\_ Date \_\_\_\_\_

Name \_\_\_\_\_

Complete and forward to your administrator for entry into NS Financials