

This form is to be used for expenses of significant amounts where the traveller does not hold a UNSW credit card, or if a credit card cannot be used or is not accepted. Receipts/invoices for cash advance expenses must be retained and submitted for settlement within 30 days from the date of travel return. This application form is to be used by staff travelling on approved University business.

Accounts Payable Use Only

Voucher ID

The completed document must be submitted to [Accounts Payable](#) at least seven (7) working days before departure.

Applicant Details

Name of Traveller _____

Division-Dept/Faculty-School _____

Administrative Contact Name _____ Phone _____ Email _____

Employee ID _____ Phone _____ Email _____

Travel Details (Please attach a copy of the travel itinerary)

First day of travel _____ N° of business days _____

Last day of travel _____ N° of private days _____

Destination(s) _____

If number of private days exceeds 49% of total, FBT may be payable (Contact your Finance Manager).

Cash Advance

Description

Chartfield

Account	Fund	Dept	Project	GST Type	Amount (excl GST)	GST Amount	Total Amount (incl GST)
7570				EXAD		0.00	
7570				EXAD		0.00	
7570				EXAD		0.00	

Employee Declaration

- I confirm that I have read and will comply with the University Travel Policy
- I confirm that I will submit a settlement of this advance including receipts/invoices within 30 days of return and that I will repay any unused portion of the allowance

Applicant's signature _____ Date _____

Approval by Authorised Travel Approver

I approve the advance payment of the estimated travel cost indicated above

Signature _____ Date _____

Name _____