



# Application For A Travel Cash Advance TR3

Version 1.0

Finance - Delivering Financial and Service Excellence

*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.*

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

**Accounts Payable Use Only**

Voucher ID

## 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 40% 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 \_\_\_\_\_