



TRAVEL APPROVAL FORM

Staff member to complete section 1. Staff member to sign form @ section 2. Forward to Head of Business Unit/School Manager/Equivalent for authorisation. Original maintained by School Manager/Equivalent, copy optionally retained by staff member.

Please complete this form online and print for signing

SECTION 1: APPLICANT TO COMPLETE

Surname	<input type="text"/>	Given Names	<input type="text"/>	
BU Name	<input type="text"/>	BU Number	<input type="text"/>	Ph <input type="text"/>
				MBDP <input type="text"/>
Date of absence	From <input type="text"/>	To	<input type="text"/>	
Name of Conference (if applicable)	<input type="text"/>			
REASON FOR TRAVEL:				
<input style="height: 30px;" type="text"/>				
Approx Cost	Airfare	\$	<input type="text"/>	
	Accommodation	\$	<input type="text"/>	
	Registration Fees	\$	<input type="text"/>	
	Others	\$	<input type="text"/>	
	Total Estimated Cost	\$	<input type="text"/>	
			BU	<input type="text"/>
			Project Grant	<input type="text"/> % <input type="text"/>
			Project Grant	<input type="text"/> % <input type="text"/>
			Other	<input type="text"/>
Is a Cash Advance required? (for Meals/Incidentals) Yes <input type="checkbox"/> No <input type="checkbox"/>				

SECTION 2: APPLICANT TO SIGN

1. I confirm I have read and will comply with the [University Travel Policy](#)

2. I confirm I have read and will comply with the [University Corporate Travel Insurance Policy](#)

3. I confirm that if travelling overseas I have read and understood [DFAT travel advice](#)

4. I confirm I have read and will comply with the [University Finance Manual Travel Policy](#)

APPLICANT'S SIGNATURE

DATE

AUTHORISATION

PLEASE REFER TO: [UNIVERSITY DELEGATIONS](#) FOR AUTHORISED BAND LEVEL

NAME (Print)	<input type="text"/>	SIGNATURE	<input type="text"/>
POSITION	<input type="text"/>	PHONE/EXT	<input type="text"/>
BAND LEVEL	<input type="text"/> MBDP <input type="text"/>	BU	<input type="text"/>
FORWARDING INSTRUCTIONS	<input type="text"/>		
		DATE	<input type="text"/>

See next page for itinerary/comments

