

# 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<sup>o</sup> of business days \_\_\_\_\_ N<sup>o</sup> 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 \_\_\_\_\_