

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

Accomm.	B'fast	Lunch	Dinner	Incidentals		\$ per day	No of days	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	= \$	<input type="text"/>	X	<input type="text"/>
					= \$	<input type="text"/>	X	<input type="text"/>
								= \$ <input type="text"/>

TOTAL

International Travel Allowance

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

TOTAL

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