

TR3

APPLICATION FOR A TRAVEL CASH ADVANCE

**UNSW**
THE UNIVERSITY OF NEW SOUTH WALES

A Cash Advance is 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 form must reach 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 Number _____ Phone: _____ Email: _____

Travel details (Please attach a copy of the travel itinerary)First day of travel _____ N^o of business days _____Last day of travel _____ N^o 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	_____	Amount \$	<input type="text"/>
Description	_____	Amount \$	<input type="text"/>
	_____	Total	<input type="text"/>

Chartfield

Fund	Department	Project	

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 costs indicated above

Signature _____ Date _____

Name _____