



# TRAVEL ADVANCE SETTLEMENT



**UNSW**  
THE UNIVERSITY OF NEW SOUTH WALES

Travel Advances are required to be settled within 30 days of return from trip. Receipts and Tax Invoices are required to be attached to this form to substantiate the expenditure. The completed documentation must be submitted to Accounts Payable

### Applicant details

Name of Traveller \_\_\_\_\_

Division-Dept/Faculty-School \_\_\_\_\_

Administrative Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Employee Number \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### Travel details

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).

### Expenditure Details

Details	Foreign Curr	AUD
Accommodation:		
Fares:		
Other:		

**Total Amount \$**

**Less Travel Advance \$**

**Balance to be repaid \$**

Signature \_\_\_\_\_ Date \_\_\_\_\_

Name \_\_\_\_\_

**Any claims in excess of the original advance must be claimed through Expense Reimbursement in NS Financials**