



Travel Advance Settlement

TR4

Version 1.0

Finance - Delivering Financial and Service Excellence

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 invoiceap@unsw.edu.au

Accounts Payable Use Only

Voucher ID	
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Applicant Details

Name of Traveller _____

Division-Dept/Faculty-School _____

Administrative Contact Name _____ Phone _____ Email _____

Employee ID _____ Phone _____ Email _____

Travel Details (Please attach a copy of the travel itinerary)

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	Account	Fund	Dept	Project	GST Type	Amount (excl GST)	GST Amount	Total Amount (incl GST)

Total Amount \$

Less Travel Advance \$

If monies are owed then claim via Expenses in NS Financials. Monies owed to employee \$

Pay using your personal MasterCard, Amex or visa card through the web payment [link](#) quoting your TCA reference number. Monies owed to UNSW \$

All refunds are coded to Account 7010:

Approval by Applicant

Name _____

Signature _____ Date _____