

TR1 TRAVEL APPROVAL FORM

This form is to be completed before travelling on University business.

APPLICANT DETAILS

Name of Traveller Empl 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
 No of business days * No of private days *
 Purpose of travel

** For definition of 'Business Days' and 'Private Days', see notes on form TR5 – Travel Diary. If number of private days exceeds 49% of total, FBT may be applicable.*

ESTIMATED TRAVEL COSTS (AUD\$)

Airfare (incl taxes)	\$
Fees - conf/seminar	\$
Accommodation	\$
Meals and Incidentals	\$
Other	\$
Estimated Total Costs	\$

CHARTFIELDS

Fund	Department	Project	\$ Allocation
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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

PROJECT MANAGER APPROVAL

I approve funding for this travel to be charged to the project ID above.

Signature

Name Date

APPROVAL BY DEAN/DIVISIONAL HEAD/HEAD OF SCHOOL

I approve the travel arrangements and estimated travel costs indicated above.

Signature

Name Date