



TRI 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 and Private Days, see form TR5 Travel Diary. If # 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