



TR2 TRAVEL ALLOWANCE (Per Diem)

- A Travel Allowance is a pre-determined daily amount to food, drink and incidentals
- This application form is to be used by staff travelling on approved University business
- The completed form must be forwarded to your Finance Services Team

Applicant details

Name of Traveller

Faculty/School/Division

Dept/Unit/Position

Employee

Phone:

Email:

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

First day of Travel Last day of Travel Destination(s)

N^o of business days
N^o of private days *

For payment prior to travel
For payment after 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.

Domestic Travel Allowance

Refer to Pre-Trip Workflow Travel Allowance calculator for calculations and amounts per city. Please tick each item claimed. Do not claim items provided or included in the event cost, such as at conferences, seminars, etc.

Destination	B/fast	Lunch	Dinner	Incidentals	\$ per day	No of days	
					= \$	X	TOTAL
					= \$	X	= \$

International Travel Allowance

Refer to Pre-Trip Workflow Travel Allowance calculator for calculations and amounts per city.

Destination	Meals	Incidentals	No of days	
(+)	X	TOTAL
(+)	X	= \$

Chartfield

Fund	Department	Project	Percentage Allocation

Employee declaration

I confirm that, should a change in travel plans affect the Travel Allowance payment, I will repay funds owing

Applicants Signature

Date

Approval by Travel Authoriser/Notifier

I approve the travel arrangements and estimated travel costs indicated above

Signature

Date

Name