



# TR3 Application For A Travel Cash Advance

*This form is to be used for expenses of significant amounts where the traveller does not hold a UNSW credit card, or if a credit card cannot be used or is not accepted. Receipts/invoices for cash advance expenses must be retained and submitted for settlement within 30 days from the date of travel return. This application form is to be used by staff travelling on approved University business.*

**Accounts Payable Use Only**

Voucher ID

*The completed document must be submitted to Accounts Payable at least seven (7) working days before departure.*

## 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 49% of total, FBT may be payable (Contact your Finance Manager).*

## Cash Advance

Description

## Chartfield

<u>Account</u>	<u>Fund</u>	<u>Dept</u>	<u>Project</u>	GST Type	Amount (excl GST)	GST Amount	Total Amount (incl GST)
7570				EXAD		0.00	
7570				EXAD		0.00	
7570				EXAD		0.00	

## Employee Declaration

I confirm that I have read and will comply with the University Travel Policy

I confirm that I will submit a settlement of this advance including receipts/invoices within 30 days of return and that I will repay any unused portion of the allowance

Applicant's signature

Date

## Approval by Authorised Travel Approver

I approve the advance payment of the estimated travel cost indicated above

Signature

Date

Name