



TR3 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 advances on 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 approved University business.
- The completed document must be submitted to Accounts Payable at least seven (7) working days before departure

Accounts Payable
Voucher #

Applicant Details

Name of Traveller

Division/Dept/Faculty

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)

For definition of Business and Private Days, see form TR5 Travel Diary. If # of private days exceeds 49% of total, FBT may be applicable.

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 and Business Expense Procedures

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