Travel Advances are required to be settled within 30 days of return from trip. Receipts and Tax Invoices are required to be attached to this form to substantiate the expenditure. The completed documentation must be submitted to Accounts Payable invoiceap@unsw.edu.au.

**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).

**Expenditure Details**

<table>
<thead>
<tr>
<th>Details</th>
<th>Account</th>
<th>Fund</th>
<th>Dept</th>
<th>Project</th>
<th>GST Type</th>
<th>Amount (excl GST)</th>
<th>GST Amount</th>
<th>Total Amount (incl GST)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total Amount $ ____________________________
Less Travel Advance $ $0.00

If monies are owed then claim via Expenses in NS Financials. Pay using your personal MasterCard, Amex or visa card through the web payment link quoting your TCA reference number.

Monies owed to employee $ $0.00
Monies owed to UNSW $ $0.00

All refunds are coded to Account 7010.

**Approval by Applicant**

Name: ____________________________
Signature: ____________________________ Date: ____________________________