

- 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

Accounts Payable  
voucher #

### 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)

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

### Expenditure Details

Details	Account	Fund	Dept	Project	GST Type	Amount (excl GST)	GST Amount	Total Amount (incl GST)
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Total Amount \$

Less Travel Advance \$

Amount owed to Employee \$

Amount owed to UNSW \$

### Approval by Applicant

Name

Signature

Date

- 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
- All refunds are coded to Account 7010.