

TR1**Electrical Engineering and Telecommunications****STAFF TRAVEL APPROVAL FORM****UNSW**
AUSTRALIA

This form is to be completed before travelling on University business.

Applicant details

Name of Traveller _____ Employee ID _____

Faculty/School/Division _____

Email address _____ Phone No. _____

Travel details (Please attach copy of proposed travel itinerary)

First day of travel _____ Last day of travel _____

N° of business days _____ N° of private days * _____ Submit online leave Y/N*

Purpose of travel _____

Destination _____

* If number of private days exceeds 40% of total, FBT may be payable (Contact your Finance Manager).

Estimated travel costs (AUD\$)

Airfare (incl taxes) \$ _____

Fees - conf/seminar \$ _____

Accommodation \$ _____

Meals and incidentals \$ _____

Other \$ _____

Estimated Total Costs \$ _____**Chartfields**

Fund	Department	Project	% allocation	

Employee declaration☐

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

☐

I confirm that I have made arrangements to cover my teaching/supervision/duties for my absence

☐

For international travel, I confirm that I have read and understood DFAT travel advice.

*Applicant's signature _____ *Supervisor's signature _____ Date _____

Approval by Dean/Divisional Head/Head of School

I approve the travel arrangements and estimated travel costs indicated above.

*Signature _____

Date _____

Name _____