Travel Pre-Approval Form

Traveller Details



This form is to be filled out and approved prior to raising a requisition and making a formal booking with a Travel Agent It is to be used to manage the local travel administration and approval process – it is not mandatory if a local form already exists The completed form is to be maintained within the Department and it is not required to be sent to central Finance

Traveller Type						
O Staff	O Student	O PHD/RHD	Student	O Group	O Other	
					ID Number:	
As shown on passpo Traveller's Emai					Staff – 6 digits or Stud	•
	act Number					
Trip Details	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,		- d			
	•	, , , ,	g documentation	□ Cominor	□ Student Diese	am ant
☐ Conference		_		☐ Seminar	☐ Student Place	ement
☐ Study Tour	•	•		п		
Does this meet I	HERDC guidelin	es?	☐ Yes	□ No		
Expected outco	mes and value t	o the Universit	ty:			
mplications if the	ne trip is not ap	proved:				
	es to travel are	there and why	aren't these hein	a risey.		
vviiat aiterriativ	es to traverare	there and wity	aren t these ben	g useu		
			:			
•	•	•	ies during the trip		es 🗆 No	
	-					
			provide the follo			
Date of Event:				nored Papers A		
Cost of Registra	tion:		Is accomm	nodation inclu	ded in the cost?	☐ Yes ☐ No
Travel Details						
Departure Date:			Return	Date:		
No of Personal [Days:		No of a	additional Fam	nily Members Travel	lling:
Leave days must be	entered in SPO w	hen Travel is appro	oved ie partne	er or children	•	
Main Destinatio					w.smarttraveller.gov.	
•			risks need to be as	sessed at: <u>ww</u>	w.smarttravener.gov.	<u>au</u>
Travel Require	-					
Air Travel – Nat				T		1
Flight/Airline	Leaving From	De	eparture Date/Time	Arrival Des	stination	Arrival Date/Time

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Date		iiou	atio	- IV				π ο.	130 (<u> </u>		816		141)				1	ocation			
Date	: 111			Date Out Hotel Name Location																		
Taxis	s/C	ar H	ire -	- Nat	ural	Acco	unt	8430) (D(OM)	or 8	430 (INT	-)								
Taxis/Car Hire – Natural Account 84 From Date/Time									100 (2011) 61 6 106 (To Date/Time					Return To			
List any other requirements:																						
																						
Charging Details:																						
Are f	Are funds currently available? ☐ Yes ☐ No																					
Gene				•										Nia	.+	l Acco	+					
Entit			_	artm		Coue		Proje	ect							on DOI		г		Estir	mated Cost (\$)	
	,		Бер	1										8	1	1	.,	Airfare				
														8	1			Accomr	modation			
														8	1			Conf /E				
														8	1			Other				
1 1 1 1 1 1 1 1 1													١ - ١	Total Estimated Cost \$AUD								
Pleas	se a	ittac	h a	quot	ation	1 fror	n th	e Tra	ivel /	Agen	t de	tailin	g h	ow th	ne e	stima	ted o	costs hav	e been der	rived		
Trav	ell	er's	Dec	lara	tion																	
I hav	e r	ead	all th	ne re	levar	nt tra	avel	nolic	v an	d pro	oced	ures	rela	ating	to t	his tri	in. I	will subn	nit a Post T	ravel	Report within	
								•	•	•				_			•		vel Diary c		•	
C:			C T	مالمي														Data				
Signa	atui	re o	ı ıra	vene	·													_ Date				
Autl	nor	isat	ion					ı														
Approver							Name/Position							Sigr	natu	re		Date				
Direct Supervisor/Line Manager							r															
Centre Director/Director/																						
2 nd Manager																						
(if required) Dean/Senior Executive/																						
3 rd Manager																						
(if required)																						
	-												-		-							
Facu				se O	nly					No. TDA						Data Bardina a S						
Travel Agent:					PC	PO No: TBA							Date Booking confirmed:									

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