

## TRAVEL ACQUITTANCE AND EXPENSE CLAIM FORM

**INSTRUCTIONS:** This form is to be used where a travel advance has been provided or re-imbursement of cash expenses is required by the traveller. Advances must be accounted for via an authorised travel acquittance form, **attaching all original receipts** within three weeks of return. Submit the completed form to the Accounts Payable section in the Financial Services Unit with the completed Travel Diary (if required). Where no cash advance has been provided, and Internet Expenses is available, all reimbursements must be processed through I-Expenses. **Do not claim UTS credit card purchases or invoices paid previously by UTS.**

**1. TRAVEL DETAILS**

Full name (Surname in CAPITALS)		Telephone	
Faculty / Unit		Org Unit / Location Activity	
Travel Destination		Departure Date	
Number of Travel Days		Return Date	
Business Purpose of Trip		Amt approved in Travel Approval Form \$	

**2. SUMMARY OF EXPENSES** Note: Only UTS Staff & Approved UTS Contractors may claim an Incidentals Allowance

	Natural Account		Foreign Currency	Exchange Rate	Amount in AUD\$	Acquittal Required
	Domestic	International				
Air Fares	71030	71130				Yes
Meals	71020	71120				Yes
Accommodation	71025	71125				Yes
Local Fares	71035	71140				Yes
Incidentals Allowance (max \$20 per day)		71145				<b>No</b>
Other	71045	71140				Yes
Conference / Seminar Fees	71305					Yes
Total					\$	
Less Advance					\$	
Amount to be paid/Reimbursed*					\$	

\* If the total expenses are less than the advance, UTS is to be refunded the difference.

Signature of Traveller		Date	
---------------------------	--	------	--

**2.2. APPROVAL FOR TRAVEL ACQUITTANCE**

I approve these travel expenses and I am satisfied that the expenses are reasonable and appropriate, and that all receipts and tax invoices (and Travel Diary for any travel greater than 5 nights) are attached.

Name of person approving (Dean/Director for overseas travel)		Position	
Signature		Date	

**What Comes Next?**

- ⇒ Forward Original completed form to FSU Accounts Payable
- ⇒ \*\*For Cent per Kilometre Rates see [Motor Vehicle Kilometre Reimbursement Procedure](#)
- ⇒ Provide copy of Kilometre Reimbursement details to your Payroll Officer for tax purposes
- ⇒ Provide copy to Faculty / Unit office (or Travel Co-ordinator if applicable)
- ⇒ Copy to traveller