

# TRI TRAVEL APPROVAL FORM

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

## APPLICANT DETAILS

Name of Traveller  
Faculty/School/  
Division Email address

Empl ID  
Phone No.

## TRAVEL DETAILS (Please attach copy of proposed travel itinerary)

First day of travel  
No of business days \*  
Purpose of travel

Last day of travel  
No of private days \*

*\* For definition of 'Business Days' and 'Private Days', see notes on form TR5 – Travel Diary. If number of private days exceeds 49% of total, FBT may be applicable.*

## ESTIMATED TRAVEL COSTS (AUD\$)

Airfare (incl taxes)	\$
Fees - conf/seminar	\$
Accommodation	\$
Meals and Incidentals	\$
Other	\$
<b>Estimated Total Costs</b>	\$

## CHARTFIELDS

Fund	Department	Project	\$ Allocation
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## 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

Date

## PROJECT MANAGER APPROVAL

I approve funding for this travel to be charged to the project ID above.

Signature

Name

Date

## APPROVAL BY DEAN/DIVISIONAL HEAD/HEAD OF SCHOOL

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

Signature

Name

Date