



# TR1 TRAVEL APPROVAL FORM

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

## Applicant Details

Name of Traveller Zhihui Li Empl ID 5 1 8 7 1 1 1  
Faculty/School/ Faculty of Engineering, School of Computer Science and Engineering  
Division Email address cse.admin@unsw.edu.au Phone No.

## Travel Details (Please attach copy of proposed travel itinerary)

First day of travel 27-Jan-19 Last day of travel 1-Feb-19  
No of business days \* 6 No of private days \* 0  
Purpose of travel To attend the conference AAAI 2019 and present our AAAI 2019 paper.

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

## Estimated Travel Costs (AUD\$)

Airfare (incl taxes)	\$	<u>1659.65</u>
Fees - conf/seminar	\$	<u>676.64</u>
Accommodation	\$	<u>700</u>
Meals and Incidentals	\$	<u>240</u>
Other	\$	<u>100</u>
<b>Estimated Total Costs</b>	<b>\$</b>	<b><u>3376.29</u></b>

## Chartfields

Fund	Department	Project	\$ Allocation
<u>OP001</u>	<u>COMPSC</u>	<u>PS20466</u>	<u>3376.29</u>
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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 2-Jan-19

## 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