

This form must be completed by staff and students prior to booking airfares and travel. Use of UNSW approved travel agents is necessary. This form is in compliance with the UNSW travel policy and procedures. Upon completion, it is filed in the School Office for administrative and insurance purposes.

PERSONAL DETAILS

Name: _____ Position Title: _____

ID No: _____ Research Discipline: _____

Work Phone: _____ Email: _____

Home Phone/Mobile: _____ Fax No: _____

REASON FOR TRAVEL

- Paper Presentation**
 Poster Presentation
 Chairing a Session
 Other _____

**NB: If you are applying for School funding please submit with this form the paper you will be presenting with referee comments PLUS the Statement of Authorship form available at http://www.gmo.unsw.edu.au/Publications/authorship_statement_form.rtf

CONFERENCE DETAILS

Name: _____

Place: _____

Conference website _____ Dates: _____

TRAVEL DETAILS

Name of UNSW approved travel agent: _____

Dates of Travel: _____

Travel Itinerary Details: _____

Statement of Cost and Travel Itinerary attached: YES NO If "NO", to be supplied before travel can be finalised

TRAVEL COSTS

	Estimate Cost <i>To be completed by person travelling</i>	Actual Cost <i>To be completed by School Office</i>	UNSW Purchase Card <i>To be completed by School Office</i>
Conference registration			Y/N
Airfare			Y/N
Accommodation			Y/N
Incidentals/other fares			N/A
Total Expenditure			N/A

FUNDING AND ACCOUNT DETAILS

Reimbursement of travel expenses will be required: Yes (*Original receipts must be provided*)
 No

Do you require an advance/ per diem? Yes (*T4 form must be completed*) Amount: _____
(Per diem available to UNSW staff only) No

Are you applying for School funding? YES NO

Comments: _____

Project/s to be charged for any amounts in excess of funds provided by the School or Faculty, or total costs if no School funding

Fund:	Dept:	Project/Grant:	Amount: \$
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Fund:	Dept:	Project/Grant:	Amount: \$

Are you eligible to apply for Faculty Travel Contribution (Staff only)? YES NO

If "YES", have you applied for the Faculty Contribution? YES NO

See <http://www.eng.unsw.edu.au/staff/travel/index.htm>

STATEMENT BY THE PERSON TRAVELLING:

I affirm the correctness of the financial data and fulfilment of reporting requirements:

Signature: _____ Date: _____

APPROVED BY SUPERVISOR/MANAGER

I approve the travel arrangements shown above.

Name: _____

Signature: _____ Date: _____

APPROVED BY HEAD OF SCHOOL or DELEGATED OFFICER

Name: _____

Signature: _____

Date: _____

School funding approved / rejected / not applicable

Amount approved \$ _____

NOTES

- Travel grants not acquitted become taxable income to the person travelling.
- Travel Insurance** details can be located at: <http://www.proc.unsw.edu.au/travel/insurance.html>
- For travel of more than 5 consecutive nights you are required to submit a Travel Diary to the University Travel Clerk no later than 10 working days after your return to your usual work place (even if you have not received a per diem or advance)