School of Electrical Engineering and Telecommunications

Travel Notification Form

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

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

Updated Nov 2007
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: ________________________  ☐ No

(Per diem available to UNSW staff only)

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

<table>
<thead>
<tr>
<th>Fund:</th>
<th>Dept:</th>
<th>Project/Grant:</th>
<th>Amount: $</th>
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Are you eligible to apply for Faculty Travel Contribution (Staff only)?  ☐ YES  ☐ NO

If “YES”, have you applied for the Faculty Contribution?  ☐ YES  ☐ NO


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: _____________________________________________

School funding approved / rejected / not applicable

Signature: __________________________________________

Amount approved $______________________

Date: __________________________________

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)