

FORM T4

Application for Travel Advance/ Per Diem Allowance



For use by the Travel Office ONLY

Purchase Order No.

Voucher No.

Who should complete this form?

This form is for anyone travelling, either on UNSW business or combined with personal business. The completed form must reach the Travel Office in Supplier Management at least seven (7) days before departure. (For private vehicle usage see Form T2.)

Details of Applicant

Title:	First Name:	Surname:
Position Title: Ph D Student		Employee no.:
School/Department/Unit	BEES	Contact phone no.:
		Fax no.:

Form of Reimbursement Required

DOMESTIC TRAVEL	Days	Hrs	Daily Rate	Total
Per Diem allowance for accommodation	<input type="text"/>	<input type="text"/>	X \$ <input type="text"/>	= <input type="text"/>
Non-accommodation	<input type="text"/>	<input type="text"/>	X <input type="text"/>	= <input type="text"/>
Total				\$ <input type="text"/>

INTERNATIONAL TRAVEL

Please tick the option which is most suitable for you, and indicate your estimated/actual expenses.

Option A *

Days	Hrs	Daily Rate	Total
<input type="text"/>	<input type="text"/>	X \$ <input type="text"/>	= <input type="text"/>

Accommodation -You will need to acquit this allowance on your return by providing original accommodation receipts.

+ \$

*Note: Travel Diary is required to be completed on return - www.fsd.unsw.edu.au under 'Forms'.

Total \$

Option B Reimbursement of all expenses.
(Note: You will need to provide original receipts upon return.)

\$

Is an advance required for option A or B? **Yes/No** If Yes, attach copy of travel itinerary.

Total \$

Please enter the UNSW chartfield.

If more than one chartfield, please attach details

Account				Fund				Organisation				Program			
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Sub Class				Budget Yr				Project							
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Signature of Applicant _____

Date _____

Travel Details:

Departure Date: _____ Return Date: _____ Destination: _____

REASON FOR TRAVEL:

Approval

Under University delegation, I approve the payment of related expenses shown above.

Signed _____
Financially Delegated Officer

Print _____

School/Department/Unit

Date _____

Notes: Any advance provided must be acquitted by the traveller forwarding a Travel Acquittance Form T5 within 30 days after returning to work.

The Form T4 must not be used for arranging or paying for travel bookings. Air travel must only be arranged through the issue of a New South Financials purchase order to one of the University's approved travel agents. Alternatively, domestic air travel can be purchased using a UNSW purchasing card through the specified web site www.pht.com.au. Refer to Finance Circular 01/02 dated 1 May 2002 for further information.

OHS (Field Work only) Please complete

Field Work Plan + Notification Form Yes / No
Date completed / /

Risk Assessment Yes / No
Date completed / /

ARRANGEMENTS FOR COVERING DUTIES DURING ABSENCE - for Academic Staff

I have made the following arrangements to cover my normal duties during my absence:

Normal Duty	Arrangement (stand in or rescheduling with agreement of students)
Classes	
Supervision	
Other	

Applicant's signature: _____ Date _____

Head of School's signature: _____ Date _____