



UNIVERSITY OF NEW SOUTH WALES

Application for Authority to Travel Within Australia and Overseas

1. PERSONAL PARTICULARS – Please print.

Form with fields for Title, Surname, Given Names, Position, Staff/Student No., School, and Phone Extension.

2. TRAVEL PARTICULARS

METHOD OF TRANSPORT

(please tick which is applicable)

Form with checkboxes for Air, Private Vehicle, Rail, and University vehicle.

3. OHS (Field Work only) (Please complete)

Form with fields for Field Work Plan + Notification Form, Date completed, Risk Assessment, and Date completed.

REASON FOR TRAVEL

Large text area for providing the reason for travel.

4. DETAILS OF TRAVEL

Table with columns for DATE, DEPARTURE (TIME, PLACE), and ARRIVAL (TIME, PLACE).

SIGNATURE OF APPLICANT

APPROVED

Head of School/Dept or Dean

Date: ____/____/____

PTO (Academic Staff only)

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	