

FSU USE ONLY

Authority No.

TRAVEL ACQUITTANCE AND EXPENSE CLAIM FORM

INSTRUCTIONS: This form is to be used where a travel advance has been provided or re-imbusement of cash expenses is required by the traveller. Advances must be accounted for via an authorised travel acquittance form, **attaching all original receipts** within three weeks of return. Submit the completed form to the Accounts Payable section in the Financial Services Unit with the completed Travel Diary (if required). **Do not claim UTS credit card purchases or invoices paid previously by UTS.**

1. TRAVEL DETAILS

Full name (Surname in CAPITALS)		Telephone	
Faculty / Unit		Cost Centre	
Travel Destination		Departure Date	
Business Purpose of Trip			

2. SUMMARY OF EXPENSES

Category	Category Code		Foreign Currency	Exchange Rate	Amount in AUD\$	Have expenses been paid? (Please tick)	
	Domestic	Overseas				Yes	No
Air Fares	71030	71130					
Meals	71020	71120					
Accommodation	71025	71125					
Local Fares	71035	71140					
Other	71045	71140					
Conference / Seminar Fees	71305						
Car Mileage	71220	--					
Km Travelled	Km	@ Rate**					
Vehicle Model			Engine Capacity	cc			
TOTAL					\$		
Less advance					\$		
Amount to be paid / reimbursed*					\$		

* If the total expenses are less than the advance, UTS is to be refunded the difference.

Signature of Traveller		Date	
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2.2. APPROVAL FOR TRAVEL ACQUITTANCE

I approve these travel expenses and I am satisfied that the expenses are reasonable and appropriate, and that all receipts and tax invoices (and Travel Diary for any travel greater than 5 nights) are attached.

Name of person approving (Dean/Director for overseas travel)		Position	
Signature		Date	

What Comes Next?

- ⇒ Forward Original completed form to FSU Accounts Payable
- ⇒ **For Cent per Kilometre Rates see [Motor Vehicle Kilometre Reimbursement Procedure](#)
- ⇒ Provide copy of Kilometre Reimbursement details to your Payroll Officer for tax purposes
- ⇒ Provide copy to Faculty / Unit office (or Travel Co-ordinator if applicable)
- ⇒ Copy to traveller