

1.3. FINANCES

A) COST FORECAST (This section must be completed. Provide estimates if actuals are unknown. Use whole dollars only.)

| Category | Category Code | Cost Centre (optional) * | Foreign Currency (If appropriate) | Amount in AUD \$ |
|--|---------------|-----------------------------|-----------------------------------|------------------|
| Air Fares | 71130 | | | |
| Meals | 71120 | | | |
| Accommodation | 71125 | | | |
| Other | 71140 | | | |
| Conference / Seminar Fees | 71305 | | | |
| | | | | |
| * Cost Centre optional if different funding sources used | | | TOTAL | \$ |

B) ADVANCE (Complete this section only if you require an advance of funds.)

I wish to apply for an advance of funds. The maximum daily advance is \$100 for overseas travel (meals and incidentals) which must be [acquitted](#). Any surplus funds are repayable to the University.

| | | |
|-----------------------|------------------------|--|
| | \$100 | \$ |
| Number of days | Advance per day | TOTAL ADVANCE [Category Code 71215] |

C) PAYMENTS REQUESTED

| Name | Address | Currency | Amount |
|------|---------|---|--------|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | TOTAL Payments | \$ |
| | | GRAND TOTAL (Total Payments plus Total Advance) | \$ |

NOTE: This Grand Total, which is the sum of the Total Advance and the Total Payments, should not exceed the Total Approved amount.

1.4. TRAVELLER'S CERTIFICATION

I agree: -

a) prior to travel

- To provide my Faculty/Unit with an itinerary.
- That any advance payments to myself are made under the condition that if I do not fully comply with UTS requirements, then this advance will be included on my annual earnings summary (former group certificate). No tax will be deducted from the advance, and I will have to justify this amount to the Australian Taxation Office.
- **To check the Australian Department of Foreign Affairs and Trade (DFAT) travel advice at <http://www.smartraveller.gov.au> prior to travel to confirm the status of the destination country.**
- Not to travel to countries in risk level 5 (DFAT advice is 'advised not to travel' or similar).
- Not to travel to countries in risk level 4 (DFAT advice is 'reconsider your need to travel' or similar) unless I have an exemption from my Dean/Director (the Risk Management Assessment Form **MUST** be used for this purpose).
- To subscribe to the DFAT website. Subscription means you will receive free automatic changes to travel advice via email.
- To register with the nearest Australian embassy at <http://www.orao.dfat.gov.au> as required.
- To obtain a copy of the Overseas Travel Emergency Card.
- To read the exclusions to the UTS Corporate Travel Policy.

b) while travelling

- To keep receipts/tax invoices for business expenses.
- To comply immediately with any changes to travel advice from DFAT or any directions from my Dean/Director while I am away.
- To leave a country if the travel advice is upgraded to risk level 5 (DFAT advice is 'advised not to travel' or similar).
- To consult my Dean/Director about an exemption to remain in a country if the travel advice is upgraded to level 4 (DFAT advice is 'reconsider your need to travel' or similar).
- To keep a Travel Diary indicating actual travel and activities.

c) upon my return

- To forward to the Accounts Payable Section of the Financial Services Unit, within 3 weeks of my return, the following:
 - a completed Travel Acquittance and Expense Claim Form with a detailed summary of expenses incurred
 - all original receipts/tax invoices
 - the unused balance of any cash advance
 - a completed Travel Diary (attached to the Travel Acquittance and Expense Claim Form).

| | | | |
|--------------------------------|--|-------------|--|
| Name of person applying | | | |
| Signature | | Date | |

1.5. FINANCIAL APPROVAL

I approve this application to travel under the relevant Financial Delegation and, if applicable, the payment of the advance. I have satisfied myself that this trip is necessary, the mode of transport and standard of accommodation are appropriate and the overnight stops are required.

| Name and Initials | \$ | Company | Org Unit | Location | Activity | Signature | Date |
|------------------------------|----|---------|----------|----------|----------|-----------|------|
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| TOTAL APPROVED AMOUNT | \$ | | | | | | |

1.6. MANAGEMENT APPROVAL

I approve this travel and I am satisfied that the expenses are reasonable and appropriate.

| | | |
|--|-----------------|--|
| Head of Department / Supervisor | Position | |
| Signature | Date | |
| Dean / Director | | |
| Signature | Date | |

What comes next?

⇒ If you require an Advance (as per Section 1.3.b.) or have Payments Requested (Section 1.3.c.), please send the original to the Financial Services Unit. Copy to Faculty/Unit Office. Copy to Traveller.

⇒ If you do not require an Advance, this form should be retained by the faculty / management unit until payment or reimbursement is received by the Financial Services Unit.