

APPROVAL TO TRAVEL FORM

This document should be completed by all University staff planning to travel on official University business and approved prior to booking travel. It should then be attached to the Expense Report upon return.

NAME:	
POSITION:	
OFFICE/FACULTY:	
COST CENTRE:	
APPROVER'S NAME	

 Domestic Travel

 International Travel

TRAVEL ITINERARY			
DEPART DATE	CITY	ARRIVE DATE	CITY
Click here to enter a date.		Click here to enter a date.	
Click here to enter a date.		Click here to enter a date.	
Click here to enter a date.		Click here to enter a date.	

Calculation of the private proportion of travel					
DATES	CITY	NUMBER OF DAYS	No. of UNIVERSITY DAYS*	No. of PERSONAL DAYS*	% PERSONAL DAYS
<i>Example 1/5 – 20/5</i>	<i>Tokyo</i>	<i>19</i>	<i>5</i>	<i>14</i>	<i>14/19x100=74%</i>

PURPOSE(S) OF TRAVEL	
<input type="checkbox"/>	CONFERENCE(S)
	DATES CONFERENCE NAME / CITY

MARKETING / RECRUITMENT			
DATES	Town/City	Target Audience (e.g. Agent, School, Agency, Institution)	Purpose of Visit

RESEARCH	
DATES	PURPOSE OF VISIT

ALUMNI / DEVELOPMENT:	
DATES	PURPOSE OF VISIT

OTHER:	
DATES	PURPOSE OF VISIT

BUDGET		
ITEM	TOTAL COST	PERSONAL CONTRIBUTION**
Flights:	\$	\$
Accommodation:	\$	\$
Living Expenses:	\$	\$
Surface Travel (car hire, taxi, train, bus, etc.):	\$	\$
Registration/Event Costs:	\$	\$
Other:	\$	\$
	\$	\$
	\$	\$
	\$	\$
TOTAL TRAVEL AND ASSOCIATED COSTS	\$	\$

DECLARATION	
<input type="checkbox"/>	No University funds have yet been spent or committed
<input type="checkbox"/>	All necessary Leave approval and other approvals relating to this trip have been granted
<input type="checkbox"/>	I will pay any personal contribution*** required prior to the trip commencement.

Staff Member's Signature:	
Date:	Click here to enter a date.
Approver's Signature:	
Date:	Click here to enter a date.

NOTES:

- Further detailed information on any aspects of this travel may be requested by the staff member's Approver.
- The staff member requesting approval should carefully read the Bond University Travel Policy documents governing all official University travel.
- University business travel includes days spent on University business including travel time. It also includes unavoidable time between business activities due to connecting flights and business travel required on weekends and public holidays.
- A copy of this form is to be forwarded to Marketing & Recruitment if travel involves Marketing.

* Leave Form for Annual Leave for personal days and Conference Leave (if applicable) required with form.

** As per Travel Policy and *Fringe Benefits Tax Assessment Act 1986*

*** Any personal contribution towards travel costs where travel is both University business and personal related is to be paid in full **prior to** travel commencing.