

How to locate your Manual MyTravel Requisition

Manual Travel Requisitions can be in an electronic format or paper based.

Electronic Manual MyTravel Requisition

Manual MyTravel Requisition reference

JAMES COOK UNIVERSITY AUSTRALIA

Travel Request - Part 1

Complete and forward Part 2 with receipts to your Travel Officer upon return of travel.

Unique Reference Number: 3 characters and 6 numbers (e.g. MED000001 or MED150911)

TRAVELLER DETAILS					
Title	First Name	Surname	Type of Traveller	Student Number	
Dept/School etc		Position		Telephone	
Reason for Travel:					

TRIP DETAILS										
Salary Sacrificed Vehicle?	<input type="checkbox"/>	JCU Pool Vehicle?	<input type="checkbox"/>	Private Motor Vehicle? (If Yes, complete Page 2)	<input type="checkbox"/>	Air?	<input type="checkbox"/>	Other?	<input type="checkbox"/>	
Does this trip include Personal Travel?	<input type="checkbox"/>	If Yes, which component of travel is personal		Start	<input type="checkbox"/>	Mid	<input type="checkbox"/>	End	<input type="checkbox"/>	
Departure Date	Time	Departing From	Arriving To	Arrival Date	Time					

Paper Manual MyTravel Requisition

JAMES COOK UNIVERSITY AUSTRALIA

Travel Request - Part 1

NOTE: Retain Travel Clearance (Part 2) and ON RETURN from your trip COMPLETE AND FORWARD PART 2 TO TRAVEL OFFICER

Request Number: **JCU108601**

Manual MyTravel Requisition reference

Title	First Name	Surname			
Dept/School etc		Position			
Reason for Travel					
TRIP DETAILS (circle)					
Air		Private Motor Vehicle		JCU Pool Vehicle	
Salary Sacrificed Vehicle		Does this trip include personal travel? YES / NO (circle)			
Departure Date	Time	From	Destination	Arrival Date	Time