

1. Request for Travel
2. Request to use DBA / IRA / SSA / Grant funds
3. Application for additional funding

**ORGU:**

The College (CHS) – Nursing and Midwifery – Occupational Therapy –  
Physiotherapy – Psychology – Speech Pathology – Sport and Exercise Science

---

**Purpose of this form:**

- To obtain Approval to Travel or being absent from College/JCU on JCU business; and/or
- To obtain approval to use DBA/IRA/SSA/Grant or Project funds, for travel or purchase requests; and/or
- To obtain further assistance from Discipline/ College to assist with additional funding, over the balance of the DBA/IRA/SSA/Grant or Project accounts.

**Important Process to note:**

This form needs to be completed (as applicable) and submitted via email to the respective Academic Head (“cc” to [chs.admin@jcu.edu.au](mailto:chs.admin@jcu.edu.au)) and approved PRIOR to any funds being committed.

The CHS Leadership Group will need to complete the form (as applicable) and submit it via email to the Dean (“cc” to [chs.admin@jcu.edu.au](mailto:chs.admin@jcu.edu.au)) for discussion and approval PRIOR to any funds being committed.

**For ALL Travel purposes** - If the request is approved please upload the approved request into CONCUR

**For ALL Non-Travel purposes** - If the request is approved, please email approval to [chs.admin@jcu.edu.au](mailto:chs.admin@jcu.edu.au) for any purchasing requirements.

---

Name:

Email:

Phone:

Emergency contact

(for travel only):

Phone:

---

## REQUEST

What is the purpose of this expenditure?

How does this activity benefit CHS, the Academic Group or JCU?

What deliverables are expected from this activity (include timeframe)?

Supporting documents (eg. Conference registration, Budget, Acceptance, Requests etc) Attached

Do you have commitments during this period? Yes No

If yes, what arrangements have been made to cover your teaching or administrative responsibilities?

Additional comments (include any income which will be received during the year).

Does this funding include travel? Yes No

---

## TRAVEL

Departure Date

Return Date

Destination

Approximate Cost of Travel (include Airfares, Conference Registration, Accommodation, Car Hire, Meals and Ground Transport):

**N.B. Once travel has been approved, corporate credit card holders can register and pay for their conference registration with their corporate card. Non corporate card holders can contact the Admin Team to arrange 3<sup>rd</sup> party payment.**

Supporting documents (e.g. Travel Approval, Budget) Attached

Your contact details for this period of travel?

Phone

Email



## Conference Registration

Do you require conference registration?                      How much?

Is there an early bird registration?  
If so, what date is the registration due?  
Do you have any dietary requirements  
for this registration?

## Private Vehicle Use

Is Private Vehicle being used for this travel

If YES – please refer to policy: [Paying for travel arrangements - JCU Australia](#) – Under “Allowances” Also request assistance from CHS Admin Team, for clarification.

## ACCOUNT DETAILS

Account type	Account number	Balance	How much for this request?
DBA/IRA			
SSA			
Grant/ Project			
General operating			
<b>Total</b>			

## APPROVAL (for Academic Head/ Dean Use ONLY)

Please email this form to your Academic Head and “cc” [chs.admin@jcu.edu.au](mailto:chs.admin@jcu.edu.au).

Approved to use DBA/ IRA/ SSA / Grant or Project funds

Approved for additional funds - amount if different to request

Account code for additional funds:

Academic Head / Dean comment:

Declined

Academic Head / Dean comment:

Signed – Academic Head / Dean

Date