Travel Request Form

Part 1 - Complete Prior to Departure

Traveller Details

Full Name
School / Office CPHMVS
Type of Traveller Student
Phone Number/s
Email Address
Student Number
Reason for Travel
Trip Tracker Number
Number of Attendees See page 4 for instructions on how to list attendees

Emergency Contact Details

Contact Name
Relationship
Daytime Contact
After Hours Contact
Mobile Number

Dept Date	Origin Country	Origin City	Travel Method	Arrival Date	Destination Country	Destination City
27-May-16	Australia	Townsville	Aircraft	27-May-16	Australia	
28-May-16	Australia		Aircraft	28-May-16	Australia	Townsville

Will this trip include a component of private travel? No

Expense Code - Description	ORGU	Project	Fund	Budget Amount	Office Use Only		
					GST?	Payment Method	Date Paid
7613 - Domestic Airfares							
7612 - Domestic Accommodation							
7617 - Domestic Ground Transport							
8411 - Management / Bank / Booking Fees							

Comments

$0.00 Budget Total
$0.00 Advance Before Travelling
$0.00 Reimburse Prior to Travel
$0.00 Creditor Payment
$0.00 Reimburse Upon Return

Please contact your Faculty/School Travel Officer to organise payments to be made on the corporate credit card (e.g. Accommodation).

Please contact your Faculty/School Travel Officer if you will require an advance or reimbursement.

Traveller	Acct Holder/Supervisor	Travel Approver	Overseas Travel Approver
	Name	Name	Name
Signature	Signature	Signature	Signature

Officer Name
Travel Req Number
Date Sent to AP
Funds Checked?
Comments

Office Use Only

Unlock Traveller and Trip Details
Unlock OPFS and Budget Amounts
Display Fin1 Entry

Accounts Payable to Pay Traveller
Advance Before Travelling

Due Date 17-May-16
Amount **$0.00**

Travel Request Form

Part 2 - Complete Upon Return

Traveller Details

Reason for Travel

Full Name

School / Office CPHMVS

Type of Traveller Student

Student Number

Number of Attendees

Did the Travel Destinations or Travel Dates change from the approved dates on page 1? Yes — Please Specify Changes Below

Dept Date	Origin Country	Origin City	Travel Method	Arrival Date	Destination Country	Destination City

Did this trip include a component of private travel? No

Expense Code - Description	ORGU	Project	Fund	Budget Amount	Actual Amount	Office Use Only	
						GST?	Payment Method
7613 - Domestic Airfares							
7612 - Domestic Accommodation							
7617 - Domestic Ground Transport							
8411 - Management / Bank / Booking Fees							

$0.00 **$0.00** **Total**

$0.00 Amount Owed to Traveller

$0.00 Amount Owed to JCU

Traveller	Acct Holder/Supervisor	Travel Approver	Overseas Travel Approver
	Name	Name	Name
Signature	Signature	Signature	Signature

Office Use Only

Officer Name

Travel Req Number

Date Sent to AP

Comments

Unlock Traveller and Trip Details

Unlock OPFS and Budget Amounts

Display Fin1 Entry

Accounts Payable to Pay

Amount Owed To Traveller

Due Date

Amount $0.00

Private Travel

The University will not pay for any personal or private expense incurred while undertaking University travel.

Where an amount charged to the University is deemed to be private and also includes GST, the amount repaid to the University must be calculated on the GST-inclusive cost. Such repayments will therefore include GST.

Please indicate below the Private component included in this travel that has been paid for by the University (Incidental Private Travel can be ignored).

*(GST Inclusive)

* Where an amount is shown above, a Receipt must be attached that shows that this amount has been repaid to the University.

Travel Diary

Any Non-Staff or Student must keep a Travel Diary for travel that includes an element of Private Travel.

The Location of Activity should indicate, at a minimum, the city and country that the main activity is/was undertaken.

Complete the Travel Diary for each day of travel inclusive of weekends and private travel component. Where the nature of the activity is the same for a period of days (eg. Attend Conference for 3 days), the traveller may complete one line of the itinerary for that period of time. Where there is more than one activity on a day (eg. Attend Seminar and Attend Meeting), each different activity for that day must be entered on a separate line.

NATURE OF ACTIVITY	START DATE	START TIME	FINISH DATE	FINISH TIME	LOCATION OF ACTIVITY

Checklist

Receipts Attached? ☐ Conference Registrations Attached? ☐ Private Motor Vehicle Usage Form Attached? ☐

Interary / TMC Invoice Attached? ☐ Course Attendee List Attached? ☐

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Other Attendees List

This listing should only be completed by the Officer in Charge of a trip.

You do not need to complete the attendee list below if a course listing is available and includes all attendees. Course Listings can be obtained from the Student Management System.

Staff/Adjuncts travelling must complete their own Travel through the Universities Expense Management System “Spendvision”.

Volunteers assisting on a trip must be listed below. Volunteers do not need to submit individual travel request forms if listed below

Students attending a fieldtrip and are not yet enrolled must be listed below

NAME	POSITION	ROLE	DEPARTURE DATE	RETURN DATE