

OUTSIDE STUDIES PROGRAM - APPLICATION FOR TRAVEL GRANT**19.04b**

Division: _____ Department: _____

Family Name: _____ Other Names: _____

Title: _____ Employee Number: _____ Extension Number: _____

DATES OF TRAVEL:Commencing DateTerminating DateNumber of Months

___ / ___ / ___

___ / ___ / ___

TRAVEL GRANT USERS:

(Please DELETE whichever is not applicable):

TRAVELLING	alone	YES / NO	
	with partner	YES / NO	
	with dependent children, as on application	YES / NO	Number of children _____

Note: The travel grant will be paid into a nominated Departmental account.
Where travel is not extensive the Head of Division may approve the payment of a reduced travel grant in accompanying documentation.

Signature _____ / _____ / _____
Staff Member Date

Noted and Correct in Division office: _____ (inits) ___ / ___ / ___

HR USE ONLY:

Processed/entered: _____ (inits) ___ / ___ / ___ Checked: _____ (inits) ___ / ___ / ___

APPLICATION FOR TRAVEL GRANT – IMPORTANT INFORMATION

The claim you make should set out the number and types of dependants travelling with you. The travel grant will be paid to a nominated departmental account to allow for pre-booking and access to fare discounts. Travel allowances that are paid in advance must be acquitted against receipts or other acceptable documents within 4 weeks of your return. NO further advance will be given until this has been done.

Note: amounts provided towards the travel for your partner and/or dependent children will be net after deduction of Fringe Benefits Tax. A dependent child means a child under the age of 18 years OR, if undergoing full-time education, up to the age of 21 years of age at the date of embarkation with the staff member.

If your program does not involve extensive travel or if travel is restricted to Australia or close countries, you may still be entitled to a reduced travel grant. This should be determined by the Head of Division after consultation with you. This approval should then be submitted with this form to Human Resources.