

THE UNIVERSITY OF NEW ENGLAND

TRAVEL CLAIM FORM

STAFF/STUDENT NO.

SURNAME

ADDRESS

TITLE GIVEN NAME/INITIAL

(PLEASE USE BLOCK LETTERS)

DATE A8 NO. \$ c

MEAL ALLOWANCE

Total No. Days .....

Departed ..... am/pm .....  
 (place) (time) (date)

Breakfast ..... @\$12.00 pd

Lunch ..... @\$17.00 pd

Dinner ..... @\$29.00 pd

(A meal allowance can only be claimed for meals not otherwise provided)

DESTINATION (S) .....

Returned ..... am/pm .....  
 (place) (time) (date)

Accommodation expenses (refer section T2)

It is imperative that Claims should indicate ACTUAL TIMES of departure from and return to Armidale together with the dates. Unless this information is shown the processing of your claim for payment will be delayed

FARES/MILEAGE

Mode of Travel .....  
 (Airmiles claimed must be supported by passengers copy of ticket)

Mileage(refer to section T4)

Make of Car ..... Engine Capacity ..... cc Reg No .....

SPEEDOMETER READING

| START | FINISH | NO OF KMS | DESTINATION AND PURPOSE OF JOURNEYS |
|-------|--------|-----------|-------------------------------------|
|       |        |           |                                     |
|       |        |           |                                     |

OTHER EXPENSES:(Specify in detail. These must be supported by dockets)

Amount approved on original A8

\$

I certify that only authorised expenditures have been included

I certify that the service has been faithfully performed

(Signature of Claimant)

(Head of Department/Dean/DVC)

| PAYMENT DISSECTION |                 |             |  |  |
|--------------------|-----------------|-------------|--|--|
| Account Code       | Payment Details | Date        |  |  |
|                    |                 |             |  |  |
|                    |                 |             |  |  |
|                    |                 |             |  |  |
| Prepared by:       |                 | Checked by: |  |  |

# THE UNIVERSITY OF NEW ENGLAND

## TRAVEL DIARY

NAME: .....

DEPARTMENT: .....

| ENTRY NO. | DATE (Of Entry) | PLACE (Of Activity) | TIME COMMENCED | DURATION (Of Activity) | DETAILS OF ACTIVITIES | SIGNATURE (Of Traveller) |
|-----------|-----------------|---------------------|----------------|------------------------|-----------------------|--------------------------|
| 1         |                 |                     |                |                        |                       |                          |
| 2         |                 |                     |                |                        |                       |                          |
| 3         |                 |                     |                |                        |                       |                          |
| 4         |                 |                     |                |                        |                       |                          |
| 5         |                 |                     |                |                        |                       |                          |
| 6         |                 |                     |                |                        |                       |                          |
| 7         |                 |                     |                |                        |                       |                          |
| 8         |                 |                     |                |                        |                       |                          |
| 9         |                 |                     |                |                        |                       |                          |
| 10        |                 |                     |                |                        |                       |                          |