

'PURPOSE OF TRAVEL'

“When completing the **“Purpose of Travel”** information, may we seek your co-operation to enter full details of the description of the business activity associated with the travel. Your description should include the full title of a Conference being attended, including the location and dates of the event. Where the travel involves Field Work, a clear description of the activities, such as the nature of the work, outcomes, location and dates should be appropriately noted in the **“Purpose of Travel”** field.

Please note that the **“Purpose of Travel”** text box will accommodate up to 700 characters.

Please note some examples below of appropriate/conventional descriptions:

- **Attend Greenhouse 2011 Conference in Cairns Qld from 4th - 8th April 2011.**
- **Participate in DE Hub Education 2011-2021 Summit in Sydney from 11th -15th May 2011**
- **Undertake Field Work - CRC SI Pasture Use Efficiency at Narrabri NSW from the 18th to the 21st January 2011**

The provision of this detailed description is appropriate for the benefit of the approver/s in assessing the request to travel.

Please do not hesitate to contact one of our Support Group staff if you require further assistance or advice on this or any other travel matter.