



Finance Bulletin 2002/1

25 February, 2002

To : **Heads of Schools
Centre Managers
Administrators**

New Travel Form

Financial Services have redesigned the travel form for use at UNSW@ADFA. With this bulletin there are electronic copies of the

- Application to travel within Australia Form T1
- Application to Travel Overseas T3

These forms are available as a PDF for printing out, and a Word Document as a Protected Electronic Document.

New Travel Procedures

- Travel expenditure claims (acquittals) submitted after 4 months of return of the traveller will not be paid.
- To reduce the amount of administration required, it is recommended travellers take an advance that is not greater than 80% of estimated expenditure.
- A suggested Travel Diary is on page 3 (a blue form will be provided to Administrators to distribute). A Travel Diary is required for all overseas travel, and Domestic travel when 6 or more nights are involved.
- Forms can be completed on line prior to approval, or by using the travel forms available from Financial Services. (School Administrators are requested to return unused stock of existing travel forms. They can then collect copies of the new forms from Financial Services.)
- Links are provided on the travel forms to UNSW for DTA rates. If completing the form online the links will open the web page with the DTA rates.
- A table has been provided to explain expenditure and aid in calculation of Advance and total travel cost.
- Purchase card payments are to be logged by the Administrator on the travel form prior to the form being sent to Financial Services.
- Chartfield details are requested for expenditure item to be taken from allowing the different accounts to be identified.

Reminder of Current Travel Procedures

- Travel forms should be approved prior to travel being undertaken.
- The reason for the travel needs to be clearly identified. The name of the conference to be attended must be included.
- Forms need to be submitted to finance at least 10 working days prior to travel (reduced from 20 days)
- When equipment is taken overseas page 4 of the Overseas Travel form needs to be completed (a pink form will be provided to Administrators to distribute). This is the 'Insurance for Equipment' form, it should then be sent with the Approved travel form to Financial Services.

