



HUMAN RESOURCES DIVISION, HR Services

Travel Reimbursement Form

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Completed forms should be sent to electronically to the travel-claims-enquiries@uow.edu.au mailbox as a pdf document.

Last Name:	<input type="text"/>	First Name:	<input type="text"/>
Employee Number:	<input type="text"/>	School/Unit:	<input type="text"/>
Depart Date:	<input type="text"/>	Return Date:	<input type="text"/>
Destination:	<input type="text"/>		
Purpose Of travel:	<input type="text"/>		

Reimbursement of Actual Expenses: this is for costs you incurred whilst travelling.

Original receipts or other documentation (e.g. credit card statement) must substantiate these payments. Payment will be made through the payroll system but are not classified as accessible income and therefore will not appear on a Payment Summary. For claims for reimbursement which are not supported by original receipts/documentation, please refer to the [Travel and Entertainment Policy](#).

Please contact your relevant Finance Officer for the cost centre to be charged for your reimbursement.

TYPE	COST CENTRE	OBJECT	AMOUNT (\$)	GST*
Accommodation	<input type="text"/>	6535	<input type="text"/>	<input type="checkbox"/>
Airfares	<input type="text"/>	6530	<input type="text"/>	<input type="checkbox"/>
Car Hire	<input type="text"/>	6541	<input type="text"/>	<input type="checkbox"/>
Conference Rego	<input type="text"/>	6510	<input type="text"/>	<input type="checkbox"/>
Petrol	<input type="text"/>	6550	<input type="text"/>	<input type="checkbox"/>
Parking	<input type="text"/>	6550	<input type="text"/>	<input type="checkbox"/>
Tolls	<input type="text"/>	6550	<input type="text"/>	<input type="checkbox"/>
Meals	<input type="text"/>	6536	<input type="text"/>	<input type="checkbox"/>
Other	<input type="text"/>	6550	<input type="text"/>	<input type="checkbox"/>
Car Allowance*	<input type="text"/>	6515	<input type="text"/>	
Kilometres Travel	<input type="text"/>			

*As of 1 July 2015 – flat rate of 66 cents per Kilometre



Allowances: this is for allowances that may be payable to you to assist with travel costs incurred.

TYPE	COST CENTRE	OBJECT	AMOUNT
Grant in Aid	<input type="text"/>	6525	<input type="text"/>
Meal Allowance	<input type="text"/>	6640	<input type="text"/>
Per Diem (domestic)	<input type="text"/>	6520	<input type="text"/>
Per Diem (international)*	<input type="text"/>	6520	<input type="text"/>

*Number of Per Diem days to be paid

*For Per Diem rates please refer to <http://staff.uow.edu.au/personnel/salary/>
All overseas trips require a copy of the itinerary to be attached.

Authorisation

I agree that these requests for reimbursement are/or allowances are bona-fide and in accordance with University policy ☐

Credit card holder declaration: I am aware that under the University's Travel and Entertainment Policy I cannot claim per diems AND use my Corporate Credit Card for incidental expenses covered by the per diem payment ☐

Applicant Name

Position

Signature

Date

Head of School/Unit Approval (if required by Faculty/Division)

I confirm that funds are available for this travel expense ☐

Name

Position

Signature

Date

Faculties Finance Officer (if required by Faculty/Division)

I confirm that funds are available for this travel expense ☐

Name

Position

Signature

Date

Executive Dean, Deputy Vice-Chancellor, Chief Financial Officer or Chief Administrative Officer Approval
required for travel outside of Australasia (includes Australia, New Zealand and Papua New Guinea)

Band A approval Required for travel and advances for travel within Australasia (includes Australia, New Zealand and Papua New Guinea) for amounts over \$5 000.

Band B approval required for travel within Australasia (includes Australia, New Zealand and Papua New Guinea) and advances for travel for amounts up to \$5 000.

Name

Position

Signature

Date