



Request for Approval of Domestic Travel

Name of person travelling				First name:		Surname:	
Position							
School							
Contact details				Work phone:		Mobile phone:	
				Email address:			
Purpose of travel							
Destination <i>(Attach detailed itinerary, and/or conference details, agendas)</i>							
Departure date				Return date			
		Time:				Time:	
Total number of days away <i>(Include day of departure and day of return)</i>				Total number of leave days <i>(This refers to ordinary paid leave, leave without pay or long service leave)</i>			
Is accommodation required?		☐ Yes		☐ No			

Total cost to school	\$	Costs met from other sources <i>(Specify source and amount)</i>	
Fares	\$		\$
Accommodation	\$		\$
Registration/conference fees	\$		\$
Other <i>(please specify)</i>	\$		\$

To be charged against *(For office use only)*

Entity	
Account name	
Account number	

Approvals – refer to MACS Instrument of Delegation of Authority
(Tickets may be booked, but must not be purchased until the appropriate approval has been obtained)

Note: A travel diary must be completed by the traveller and authorised by the relevant approver within 15 working days of the traveller's return to the workplace for any domestic trip six or more nights long. The diary, along with compliance declarations, will be used to determine business and private (if any) expenses for fringe benefits tax (FBT) purposes.

Employee		Date:
Principal		Date:
Senior Manager, School Leadership		Date:
General Manager (Region)		Date:
Director		Date:

Scan signed form and provide to relevant approver.