

Travel Expense Approval Form

Learning & Teaching

Email the completed form and any supporting documentation to cnhs.deaneducation@flinders.edu.au, as a single attachment in PDF format.

This form is for travel related to Learning & Teaching. Dean Education approval is required **before** submitting Nutrip request. Once approved, attach to Nutrip request.

1. STAFF DETAILS

Name:

Discipline/Role:

2. Rationale for Expenditure

If travel is for Council of Deans meeting, is there an option to attend meeting online? Yes / No

3. Expenditure requested

Expense type and description	ATO allowance*	Requested amount (if different to ATO amount)**	Total
Total			

*See the [ATO guidelines](#) paragraph 19 for domestic travel.

**Rationale if the requested amount is higher than the ATO guidelines and provide supporting documentation.

4. DECLARATION

I **certify that** the above expenditure details are accurate. These expenses will be incurred for university business purposes and comply with applicable travel policy.

Staff Name:

Staff signature:

Date:

5. APPROVAL BY DEAN (EDUCATION)

Cathy Dickson, Dean (Education)

Signature:

Date:

Please code approved expenses to account code: