Learning & Teaching
Travel Expense Approval Process

Is the travel for Learning & Teaching Purposes?

NO
Follow appropriate process (e.g. Professional development, conference)

YES
Traveller to complete 'Travel Expense Approval Form' (available online: CNHS Document Library) & email to cnhs.deaneducation@flinders.edu.au

Dean Education declines request

Dean Education approves request

Traveller attaches approved form to Nutrip request

Supervisor reviews Nutrip request. Supervisor CANNOT approve without approved expense form attached.

Post travel: traveller codes approved expenses to the account code provided on approved form.

Flinders University | Nursing & Health Sciences

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