



Flinders  
UNIVERSITY

# FLINDERS UNIVERSITY Non Compliant Domestic Travel Approval Request Form

**THIS FORM IS NOT REQUIRED IF BOOKING DOMESTIC TRAVEL THROUGH EITHER  
BUSINESS TRAVEL BY STA OR PHIL HOFFMANN TRAVEL**

1. Obtain quote from proposed Travel Agent
2. Include FBT liability for any private travel
3. Obtain appropriate authorisation for travel (Section B), and appropriate authorisation for payment from an SET Member.

## BOOKING/CONTACT OFFICER DETAILS

Name of Booking Officer (contact person):	Date:
Organisational Unit:	Email: Phone:
Comment on booking/travel:	
<b>Travel Proposed to be Booked through:</b>	
<b>Justification for not booking through STA / PHT:</b>	

## PASSENGER DETAILS

Passenger name:	Frequent flyer? Y / N	F/F no:
Email:	Phone:	Staff / Student (circle):

## TRAVEL DETAILS

Reason for travel:	Destination:
Flight from: Date: Time: Flight no:	
Flight from: Date: Time: Flight no:	
Car hire: Y / N Company Estimated cost:	
Any private component: Y / N	
Details: <i>Travel Diary must be completed under following circumstances:</i> 1) <i>Travel within Australia when combining business and private travel (i.e. non-business days)</i> <i>Completed Travel Diaries should be forwarded to College office for checking.</i>	

## ACCOMMODATION DETAILS

Required? Y / N

Hotel name & Address:
Rate: Date in: Date out:

## SECTION B – Approval/Authority/Payment. Please print clearly.

Estimated cost (GST exclusive) : \$ \_\_\_\_\_ (Travel) \$ \_\_\_\_\_ (Accommodation) \$ \_\_\_\_\_ (Est private travel)

Debit the following Account No:

Travel

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Accommodation

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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*I certify the travel is for University business and (where applicable) complies with grant conditions. I also certify that I will reimburse the University for the private travel component costs arising from any non-incidental private travel associated with this trip.*

Signature of Staff Member travelling, Grant holder and date

Print Name

Signature of Supervisor and date

Name of Supervisor

Signature of SET Member (as defined in the Travel Policy)

Print Name

Note: FBT can arise where employees combine private travel with business travel even where there is no additional cost to the University. Employees are required to reimburse any private component costs, other than incidental amounts, to avoid any FBT liability. Refer Travel Policy - <https://staff.flinders.edu.au/content/dam/documents/staff/policies/fees-finance/travel-policy.pdf>