



Purpose of Travel Diary

To make acquittal of Travel Advances as easy as possible for staff members travelling, and to ensure speedy settlement of any outstanding reimbursement.

The travel diary must be completed for all expenditure, which is to be reimbursed by the University. All Travel Advances must be acquitted within 14 days of return.

Guidelines for use of the Diary

- Attach original receipts to The “Daily Expense Record” for each day.
- Complete Section A of The Daily Expense Record if you cannot provide a receipt.
- Please ensure receipts for relevant days are attached to appropriate page.
- Carry forward totals from each daily record to the summary page (page no 6,7,8,9)
- Sign the Expenditure Declaration on page 3 and obtain appropriate financial authorisation prior to forwarding your acquittal to Planning & Financial Services.

For travel enquiries, please contact:

Nathan Ext: 373 57143/ 373 55269
Mt Gravatt Ext: 373 54117
Gold Coast Ext: 555 28229

Travel Insurance:

Information on the University’s travel insurance for staff travelling on approved University business is available on the [Planning & Financial Services Insurance Website](#).

University Contacts

PFS Insurance & Risk Management Office, Sewell Building, Nathan Campus
Phone +61 (0)7 3735 7971 or +61 (0)7 3735 7970
Fax +61 (0)7 3735 6521
Email PFSInsurance@griffith.edu.au

Expenditure Declaration

Name: _____

Position: _____

School/Department: _____

I confirm that all expenditure including non-receipted (where no supporting documentation is provided) expenses incurred and claimed as part of this acquittal relates to official University business.

I understand also that for non receipted expenditure no GST can be claimed and the full cost of expenses will be charged to my School/Dept.

Signature: _____

Authorised by: _____

Date: _____

Position: _____

Date: _____

The Daily Expense Record

Date..... Location.....

Complete this section if you are unable to provide receipts

**NON
RECEIPT
SECTION
A**

Type of expenditure	Amount

For receipts that are in a foreign language please write a short description of the type of expense on receipt

**RECEIPT
SECTION**

Total Receipts.....

Total Non-Receipts.....

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