Please refer to the [travel policy](http://policies.griffith.edu.au/pdf/Travel%20Policy.pdf?_gl=1*5lmjqz*_ga*MjM0MDQyMDUyLjE2MzkwOTMxODA.*_ga_5GKYJEBSN9*MTY0OTU1MDc5MC4xMTIuMS4xNjQ5NTUxNzQ0LjA.) and the [Travel Page](https://intranet.secure.griffith.edu.au/travel) on Griffith’s intranet for further details

|  |  |
| --- | --- |
| **Traveler's Details** |  |
| **Full Name:** | Enter Last Name. | Enter First Name |
| **Traveller Type** | Choose an item. |
| **Organisational Area:** | Click or tap here to enter text. |
| **S Number:** | Click or tap here to enter text. |
| **Speedy type and class** | Click or tap here to enter text. |
| **Reason for Travel:** | Choose an item. |
| **Contact Details while Traveling:** | Click or tap here to enter text. |

|  |
| --- |
| **Travel Dates** |
| **Proposed travel dates, destinations, and activity / purpose of travel**  |
| **Date from** | **Date to** | **Destination** | **Purpose / Activity incl duration**(e.g. Name of Conference, Rec Leave) |
| Click here to enter date. | Click here to enter date. | Click or tap here to enter text. | Click or tap here to enter text. |
| Click here to enter date. | Click here to enter date. | Click or tap here to enter text. | Click or tap here to enter text. |
| Click here to enter date. | Click here to enter date. | Click or tap here to enter text. | Click or tap here to enter text. |
| Click here to enter date. | Click here to enter date. | Click or tap here to enter text. | Click or tap here to enter text. |
| Click here to enter date. | Click here to enter date. | Click or tap here to enter text. | Click or tap here to enter text. |
| Click here to enter date. | Click here to enter date. | Click or tap here to enter text. | Click or tap here to enter text. |
| **Total workdays absent (incl. any partial days)** | Click or tap here to enter text. |
| **Total recreational leave applied for (including any partial days):** | Click or tap here to enter text. |

|  |
| --- |
| **Travel Diary Requirements** |
| You have to complete a travel diary for either of the following situations:* If you undertake international travel for more than five consecutive nights; or
* If you undertake domestic travel for more than five nights for work and leisure purposes (dual purpose)
 |
| Are you required to complete and submit a travel diary | [ ]  **Yes** | [ ]  **No** |
| **TRAVEL DIARY ENDORSEMENT UPON RETURN** The table of activity/purpose above can be used as a travel diary if it is endorsed by the travelling employee upon return of the trip. Please sign and date in the space provided below and submit this form to: traveldiaries@griffith.edu.au |
| **Travelling Employee's Signature:** |  | **Date (must be after return date):** | Click here to enter date. |
| **Risk Assessment** |
| From time to time your research may require |
| Does your travel require a Risk Assessment? (For example, where field work involved) | [ ]  **Yes** | [ ]  **No** |
| If, yes enter the GSafe Risk Assessment Ref No. (You can clone GSafe Risk Assessment Ref No: 10101) |  |
| **Aviation Emissions** |
| Griffith University has committed to reducing unnecessary emissions from air travel by 25% by 2030. To help achieve that goal, have you considered the following:• Could other activities be included in this trip to avoid other potential trips at a later date?• Could you travel economy class to reduce your carbon impact?• Have alternative engagement modes been considered, e.g. virtual research, conferences or networking opportunities? |
| Have you considered the above to help reduce emissions?  | [ ]  **Yes** | [ ]  **No** |

| **Delegate** | **Name and Position Title** | **Signature**  | **Date** |
| --- | --- | --- | --- |
| **Traveller** | Click or tap here to enter text. |  |  |
| **Head of Element Endorsement****Head of School, Director or Equivalent)**  | Click or tap here to enter text. |  |  |
| **Financial Delegate Approval** | Click or tap here to enter text. |  |  |