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

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| **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. | |

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| **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. | |
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| **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. |

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| **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](mailto: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. |  |  |