

**Please note:**

- Complete this form to claim a per diem travel allowance when travelling on University business.
- A travel diary must be supplied to your department for any overseas trip over 5 days (see Human Resources procedures [PerDiemProcesses\\_20082012.doc](#))
- The claimant shall not claim further reimbursement with receipts for meals and incidentals and/or charge any of the amounts that are covered by this allowance to a corporate credit card.

**SECTION 1 – PERSONAL DETAILS**

Employee ID Number  Full Name

Faculty/School/Area  Position Title

**SECTION 2 - PAYMENT DETAILS**

Date from	Date to	Destination	No of days	\$AUS per day Up to ATO reasonable allowance limit	\$AUS per day Over the ATO reasonable allowance limit	TOTAL
<b>SUB TOTAL</b>						

**NB:** Payment will be credited to the staff member's bank account on the next available pay day.

Cost Centres to be charged for the above payments:

E.g. C-XXXXXX-XXXX- (Please do not enter line items)

  
  


Amount:

Amount:

Amount:

  
  


*A staff member may choose to receive the allowance at a lower rate. A line manager cannot compel the staff member to take less than the limit. If a staff member chooses to opt for a lower amount than stipulated in the ATO tax determination they are required to provide a signature to confirm.*

**Employee Signature**

**SECTION 3 - APPROVAL**

In approving this payment, I confirm that I am an authorised officer as delegated by the Head of School/Area; funds are available and I have adhered to the University's Human Resources policies and procedures. Per Diem amounts have been requested in accordance with EBA or the ATO "Reasonable Allowance Limits" (**refer to the PDF available below this form on the HR Site**)

Signature of Head of School/Area or authorised nominee

Name of Head of School/Area or authorised nominee

Date

Contact Number/Phone Extension





Signature of Divisional Office or authorised nominee

Name of Divisional Office or authorised nominee

Date

Contact Number/Phone Extension