



# The University of Sydney

## Student Travel Overseas/Australia

Faculty/ Department/ Unit: \_\_\_\_\_ Building Code: \_\_\_\_\_

Name: \_\_\_\_\_ Telephone/ \_\_\_\_\_

SID: \_\_\_\_\_ Email \_\_\_\_\_  
Address: \_\_\_\_\_ Telephone/ \_\_\_\_\_  
Email \_\_\_\_\_ Address: \_\_\_\_\_  
(whilst o/seas) \_\_\_\_\_

I apply for approval to take course-related travel Overseas/ Australia from:

to

to enable me to travel from: \_\_\_\_\_ to: \_\_\_\_\_ enable me to: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Address for return of approved form:**

Applicant (see above for address)  Other: \_\_\_\_\_  
\_\_\_\_\_

## APPLICATION FOR APPROVAL TO EXPEND TRAVEL FUNDS<sup>1</sup>

Estimated Cost of the Trip	
Fares	\$ _____
Accommodation	\$ _____
Conference Fees	\$ _____
Per Diem Allowance	
or estimate of actual	
expenses	\$ _____
Other	\$ _____
<b>Total</b>	\$ _____

The University's contribution to the cost is to be met from the following account(s):

Account Code	Amount
_____	_____
_____	_____
_____	_____

<sup>1</sup> Any expenses in relation to this travel must be claimed by submitting a Payment Request Form with a copy of your approved form to Shared Services Financial Services. The collection of private information is in line with the University of Sydney Privacy Policy & the NSW Privacy and Personal Information Protection Act.

