

Request for Approval to Travel Overseas

Personal Details

Name of traveller

Department

Proposed Itinerary

Destination

Departure Date

Return Date

Purpose of Journey

Benefit to University

Estimated Costs

Air Fares

Inland Travel

Conference Fee

Subsistence

Accommodation

Other

Total

Funding Arrangements: This trip will be funded from/by:

Name of Sponsor

Subproject

International Travel Policy Risk Assessment Outcome (tick one)

Negligible/Low risk

Moderate/High risk

HoC/DPSU approval obtained

High-extreme risk

HoC/DPSU & Registrar approval obtained

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Declaration

I wish to request your approval to undertake the overseas journey(s) detailed above. I declare that the journey(s) is/are in respect of official university business, and that I am fully aware of the university's rules in relation to travel and subsistence as contained in section E.8 of the university's Financial Policies and Procedures.

Signature (requestor)

Date:

Certification

I agree that this member of staff may undertake the journey(s) detailed above and certify that it will be of benefit to the university and forms part of the individual's academic/ official duties.

Signature
(Head of College /School/Department/Pro
Vice chancellor/Vice Chancellor/Chair of
Council)

Date: