

APPROVAL FOR AIR TRAVEL

The information contained in this report is based on the details you have provided as part of your HR eXpert online enquiry on 1 Jun 2004 and is provided as guidance only. The government of New South Wales gives no warranty or undertaking that the information or results produced from using this system represent your true entitlement.

Employee Details

Name: Example Name	Serial/Employee No: Example No
Agency/Department: Example Agency	Division/Branch: Example Branch
Classification: Example Classification	Grade: Example Grade

Proposed Air Travel Details

Reason for travel		To attend the annual conference 2004		
Date	Departure location	Arrival location	Estimated departure time	Flight number
5 Jul 2004	Sydney Metropolitan (Sutherland) -	Orange	06:30	789
6 Jul 2004	Orange	Sydney Metropolitan (Sutherland) -	16:00	976
ESTIMATED TOTAL COST OF TRAVEL			\$200.00	

I request approval to travel by air as detailed above.

Employee's signature: _____ Date ____/____/____

Approval

Recommended by: _____ Date ____/____/____

Approval by Delegated Officer: _____ Date ____/____/____