

*(Example 2 - a one day journey)*  
**AUTHORITY TO TRAVEL – GENERAL INFORMATION**

*HR eXpert is based on the Public Sector Employment and Management Act 2002. If you are not currently employed under this act the following results may be inaccurate or misleading.*

**Employee Details**

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

<b>Travel period</b>	7 Jul 2004 - 7 Jul 2004
<b>Reason for travel</b>	To attend the budget briefing

The Authority to Travel – General Information provides you with general information about your inquiry and details of your entitlements for reimbursement to travel. This section is for your information only and does not need to be provided with the request for approval.

The Authority to Travel allows you to request approval to travel and, where relevant, an advance payment for the journey. Full information about the journey is included to allow your manager to make an informed decision to approve the travel. This consists of a travel diary and the total expenses for the journey, including your expenses and those to be met by the agency (eg air fares).

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.

Your travel compensation has been determined based on the anticipated meal allowances to which you may be entitled. Estimated additional expenses that you may incur are not included. However, you may only be paid if you actually incur the meal expense and provide receipts on the completion of the journey.

You may be entitled to a cash advance of up to \$15.80. This amount is based on 80% of the applicable meal allowance/s for a one day journey.

You have not requested a cash advance.

For further information, please contact your Human Resources or Finance area.

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**Summary of Estimated Travel Costs**

<b>Type</b>	<b>Details</b>	<b>Rate</b>	<b>Estimated cost</b>
Lunch allowance for one day journey	1 lunch	\$19.75	\$19.75
<b>TOTAL ESTIMATED COST</b>			<b>\$19.75</b>

**Approval Details**

I request approval for my proposed journey as detailed above and in the attached travel diary. I understand that after I return from my approved journey I must submit a formal travel claim form, and provide appropriate receipts for any actual expenses that I incur, if applicable, within one month of the journey.

My maximum cash advance entitlement has been determined by HR eXpert as \$15.80. I understand that this amount is based on 80% of the applicable meal allowance/s for a one day journey.

I do not require a cash advance.

Employee's signature: \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

**Approval**

Recommended by: \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Approval by Delegated Officer: \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

### Proposed Travel Diary

Date	Time	Departure location	Date	Time	Arrival location	Mode of transport
7 Jul 2004	07:00	Newcastle	7 Jul 2004	09:00	Sydney - City	Departmental Motor Vehicle
7 Jul 2004	16:00	Sydney - City	7 Jul 2004	18:00	Newcastle	Departmental Motor Vehicle

### Estimated Meal Expenses

Meal	Reason	Allowance rate
Lunch	Travelling a total distance of at least 100 km and lunch to be taken at least 50 km from my normal work place	\$19.75
<b>TOTAL</b>		\$19.75