

(Example 1 - an overnight 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

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

Travel period	5 Jul 2004 - 6 Jul 2004
Reason for travel	To attend the annual conference 2004

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.

Regardless of how you will claim your travel expenses, your travel compensation entitlements have been estimated using the appropriate set travel allowance rate. Depending on the nature of your journey, this may incorporate rates for accommodation, meals and the incidental allowance for each 24 hour period of your journey.

Estimated expenses that you may incur for any residual part day travel that falls outside the 24 hour block periods, or other additional expenses have not been included. Reimbursement of actual expenses is limited to the indicative upper set allowance limits that are updated and published annually and is subject to receipts being provided with a subsequent claim for reimbursement.

You have chosen to claim the set travelling allowance, plus reimbursement for actual meal expenses for any residual part day travel. You will need to provide receipts for expenses incurred during the residual part day.

You may be entitled to a cash advance of up to \$126.24. This amount is based on 80% of the appropriate set travel allowance rate for 1 days travel in non-government accommodation.

You have requested payment of a cash advance of \$100.00 by EFT (normal pay bank account) with payment requested by 30 Jun 2004. However, depending on your agency's cash advance policy, your cash advance amount and method of transfer may be varied.

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

(Example 1 - an overnight journey)

AUTHORITY TO TRAVEL

Employee Details

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

Travel period	5 Jul 2004 - 6 Jul 2004
Reason for travel	To attend the annual conference 2004

Summary of Estimated Travel Costs

Type	Details	Rate	Estimated cost
Air fare			\$200.00
Associated travel to/from airport			\$28.00
Non government accommodation			\$157.80
Non government accommodation details	1 by 24 hour period/s @ tier 2 country centres- Orange rate	\$157.80	
TOTAL ESTIMATED COST			\$385.80

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.

I have chosen to claim the set travelling allowance, plus reimbursement for actual meal expenses for any residual part day travel. I understand that I will need to provide receipts for expenses incurred during the residual part day.

My maximum cash advance entitlement has been determined by HR eXpert as \$126.24. I understand that this amount is based on 80% of the appropriate set travel allowance rate for 1 days travel in non-government accommodation.

I request payment of a cash advance of \$100.00 by EFT to my normal pay bank account. I give approval for Human Resources to provide my normal pay bank account details to the Finance area, if applicable. Payment is requested by 30 Jun 2004. I understand that depending on my agency's cash advance policy, my cash advance amount and method of transfer may be varied.

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
5 Jul 2004	06:30	Sydney - Metropolitan (Sutherland)	5 Jul 2004	09:30	Orange	Air
6 Jul 2004	16:00	Orange	6 Jul 2004	18:30	Sydney - Metropolitan (Sutherland)	Air

Location	Total number of nights accommodation	Number of nights accommodation paid by the government	Number of nights accommodation paid by employee
Orange	1	0	1