PeopleSoft Financials
Domestic Travel Claims
University of Southern Queensland

Please forward this completed form to your Respective Travel Officer.

Applicant's Name: **Faculty/Dept:** **Staff ID:**

I certify that, whilst I was travelling on approved University travel, I incurred business expenses for which I attach original tax invoices, receipts, dockets, etc to support the claim for meals and/or incidental expenses, taxis etc. Where I incurred a meal expense and did not retain the receipt, I claim the allowance as full payment of the expense incurred.

Applicant's Signature: _____ **Date:** _____

Destination(s) of the trip : (a) **Trip ID:**

I **commenced** the trip at: _____ am/pm on _____ (date)

I **completed** the trip at: _____ am/pm on _____ (date)

Meal Allowances (no receipts required) @ 10.00 ea = **0.00**

Account	**33602**	**Fund**	**2**	**Dept**		**Program**		**Project**		**Total:**	**$0.00**

Business Expenses

Description of Business Expenses (usually one receipt per line).	**Net**	**GST**	**Total Invoice**	**Account**	**FD**	**Dept ID**	**Prog**	**Project**
					2			
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					2			
Total Business Expenses	**$0.00**	**$0.00**	**$0.00**					

Meals capped at		
Net Total	**$0.00**	**Total Expenses & Allowances Claimed**: **$0.00**

I have checked this claim and it is within the tolerance as set out by USQ Travel Policy. **Travel Officer** _____

OR

Financial Signature:_____ Position:_____Date:_____

Date Reviewed: May 2007