PeopleSoft Financials

University of Southern Queensland

International Travel Expense Diary

Please forward the completed form to your Respective Travel Officer.

Applicant's Name: _____ **Faculty/Section:** _____ **Staff ID:** _____

Country(s) Visited: _____

Date of Expense	Receipt No.	Description of Expenditure	Local Currency	Employee Signature
Example: 01/01/01	*1*	*Taxi Fare – Airport to Hotel (Washington)*	*$20 USD*	

INSTRUCTIONS

1. Each receipt must be individually numbered and correspondingly recorded on the expenditure sheet as shown in the example above.
2. A new page must be completed for each country visited.
3. Travel expenses which may be claimed include:
   - Taxi, bus, train, toll fees. Motor vehicle expenses if approved by the relevant delegate.
   - Departure tax.
   - Phone calls, facsimile, internet connection.
   - Hospitality for guests.
   - Recommended immunisations.
   - Accommodation not pre-paid by the University.
   - Cost of converting allowance into foreign countries.
4. Travel expenses **not** covered include:
   - Room charges, such as minibar, video usage or laundry.
   - Any other personal expense which is not work related.