This form is to be forwarded to the relevant College for checking and coding then forwarded to Accounts Payable via [invoices@flinders.edu.au](mailto:invoices@flinders.edu.au) where it will be scanned into BasWare and forwarded to your financial delegate for electronic approval. A hard or electronic copy of this form and receipts are to be kept by the College for audit purposes for a minimum of 5 years.

***All information on the form, excluding signatures, should be completed electronically to assist with legibility.***

**Date:**       **Invoice No (date & initial):**

**Employee Name:**       **Employee Number:**

**College:**       **Email Address:**

**Period of Travel:**       to

**Description (Purpose of Travel including destination) :**

**Financial delegate who will approve on BasWare ­­­**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Locations**  **(please specify)** | **Dates**  **From** | **Dates**  **To** | **Days** | **Daily allowance**  **(per diem)** | **Total** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  | **Total** | **$0.00$ 0.00** |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Entity** | **Cost Centre** | **Project** | | | **Natural Account** | **Days** | **Daily Amount** | **Total** |
|  |  |  | | | 2023 |  |  |  |
|  |  |  | | | 2024 |  | $136.45\*\* |  |
|  |  |  |  |  | |  | **Total** | **$0.00$ 0.00** |

*To find overseas travel meal allowance amounts for the 2020-21 income year click on the following link,* [*ATO 2020/21 Overseas Meal Allowance rates*](https://www.ato.gov.au/law/view/document?docid=TXD/TD20205/NAT/ATO/00001)*. \*\*Part of the daily amount ($136.45) must be coded to 2024 as it is exempt from payroll tax in all States and Territories for the year ending 30 June 2021. This amount changes each financial year. Amounts above this are subject to Payroll Tax and need to be coded to account 2023.*

**Declaration**

**I certify this unacquitted per diem is for University Business purposes only and where applicable complies with Grant conditions. A Travel Diary will be submitted at the completion of travel (within 14 calendar days) in Flinders Pro. I confirm that the unacquitted per diem will only be used for meal and incidental costs incurred while on University Business and that a University Purchasing Card will not be used for these types of expenses while travelling.**

|  |  |  |
| --- | --- | --- |
| **Employee’s Name (Print)** | ­­­­ **Employee’s Signature** | **Date** |
| **Supervisor’s Name (Print)** | ­­­­ **Supervisor’s Signature** | **Date** |
| **Authorised Person’s Name (Print)**  ***(as defined in the Travel Policy)*** | ­­­­  **Authorised Person’s Signature** | **Date** |