

TRAVELLER'S DETAILS

If you intend to seek approval to vary from accommodation standards, please give reasons:

Accommodation details (to be completed after approval to travel is given). Include any private accommodation details

Date in	Date out	Hotel/Motel/Apartment	*Accom rating	Address	Phone
10/11/22	16/11/22	Break Free on Cashel	3	165 Cashel Street, Christchurch, NZ	+64 3 360 1064
16/11/22	20/11/22	Own arrangements			
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Details of any leave or non-official travel which you intend taking directly before or after your official travel

From: 16/11/22 To: 20/11/22 Contact details: +61 413 614 456

Payment of out of pocket expenses: Corporate credit card or reimbursement are the preferred methods of payment for meals and incidental expenses.**Actual reasonable costs will be reimbursed upon the provision of receipts. All advances must be acquitted.**

Advance: \$	BSB No:	Account No:

Signature of traveller



Date 30/9/22

Supported - funds are available and travel is recommended

Signature of supervisor

Date / /

Approval of travel

Signature of delegate

Pos No.

Classification

Date / /

Signature of Director-General/Minister (**for overseas travel only**)

Date / /

BOOKING REFERENCE:**TRAVEL COSTS:****COST CODES:****Advance and cabcharges acquitted** (finance officer)

Advance and cabcharges reconciled

Signature of finance officer