

Please refer to the Travel Policy and the [Travel Page](#) on Griffith's intranet for further details

Traveler's Details											
Full name:		Staff number:									
Organisational area:		Speedtype:	<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> </tr> </table>								
Reason for travel:											

Travel Dates [if you require more rows, please use the table provided overleaf]			
Proposed travel dates, destinations, and activity / purpose of travel			
Date from	Date to	Destination (incl. stop-overs)	Purpose / Activity including duration (e.g. Name of Conference, Field Work)
Total workdays absent (incl. any partial days):			Return to work date:
Total recreational leave applied for (incl. any partial days):			

Travel Diary Requirements		
<p>You have to complete a travel diary for either of the following situations:</p> <ul style="list-style-type: none"> If you undertake international travel for more than five consecutive nights; or If you undertake domestic travel for more than five nights for work <u>and</u> leisure purposes (dual purpose). 		
Are you required to complete and submit a travel diary:	Yes	No
Travel Diary Endorsement Upon Return		
<p>The table of activity/purpose above can be used as a travel diary if it is endorsed by the travelling employee <u>upon return</u> of the trip. Please sign and date in the space provided below and submit this form to: traveldiaries@griffith.edu.au</p>		
Travelling Employee's Signature:		Date:

