



## MANDANDANJI Travel Request Form

YOUR Information							
Name				Ph Number			
Position				Email			
TRIP Information							
Reason Travel (please tick)	Field Work		Training		Meeting		Origin
Proponent (who is the job with)	SANTOS		QGC		POWERLINK		Main Roads
	Maranoa Council		M. Ltd BOARD		Mipela		Senex
Location (where are you going)							
Departure (START) Date				Return (END) Date			
Travel EXPENSES							
Mode travel	<input type="checkbox"/> Flight <input type="checkbox"/> Hire Vehicle    Own Vehicle <input type="checkbox"/> Bus <input type="checkbox"/> Other						
Accommodation	<input type="checkbox"/> Camp    Hotel <input type="checkbox"/> Family/friends <input type="checkbox"/> Other						
Anticipated expenses (e.g. Taxis, parking, telephone, other allowable miscellaneous expenses.	1. 2. 3.						
DECLARATION							
<p>I confirm that the details provided are to the best of my knowledge correct.</p> <p>I recognise that any advances paid, that I might not be entitled will be deducted from the next pay.</p> <p>In the situation where I don't do any future work for Mandandanji Ltd or associated companies, the outstanding amounts may still be owed and I may be invoiced or there may be debt recovery action.</p> <p>All advances are in accord with the schedule of rates (which may vary from time to time) attached to the Cultural Heritage Officer – Position Description.</p>							
SIGNED:				DATE			
APPROVAL							
<p>I confirm the travel as described is legitimate business of Mandandanji Ltd or its associated companies.</p> <p>I confirm all anticipated expenses are within budget or are fully recoverable under contract terms with a proponent.</p>							
NAME							
SIGNED:				DATE			