

# FACULTY OF INFORMATICS - INITIAL APPLICATION FOR TRAVEL OR LEAVE

Full Name (as per passport): \_\_\_\_\_ School/Unit: \_\_\_\_\_  
 Staff/Student No: \_\_\_\_\_ Frequent Flyer No: \_\_\_\_\_  
 Purpose of Travel (conf name): \_\_\_\_\_ Mobile Number: \_\_\_\_\_  
 Dates of Travel (to/from): \_\_\_\_\_ Total Days Absent \_\_\_\_\_  
 Destination: \_\_\_\_\_

## TYPE OF LEAVE *(please tick)*

Recreation     
  Conference     
  O/S Teaching     
  Day Absence     
  Other

Teaching Requirements - Who is covering your teaching?      If not during teaching session, please tick here

Lectures \_\_\_\_\_ Marking \_\_\_\_\_  
 Tutors \_\_\_\_\_ Consultation \_\_\_\_\_  
 Exam Supervision \_\_\_\_\_ Other \_\_\_\_\_  
 Comments \_\_\_\_\_

## TRAVEL REQUIREMENTS *(please tick)*

CONFERENCE REGISTRATION *(please attach details)*     
  VISA APPLICATION  
 AIRFARES     
  CAR HIRE

Flight to (airport) \_\_\_\_\_ Type of Car \_\_\_\_\_  
 Preferred Depart Date / / Departure Time: \_\_\_\_\_ Vehicle Collection / / Location: \_\_\_\_\_  
 Return to (airport) \_\_\_\_\_ Vehicle Return / / Location: \_\_\_\_\_  
 Preferred Return Date / / Departure Time: \_\_\_\_\_ Automatic or Manual \_\_\_\_\_  
 Dietary Requirements \_\_\_\_\_

ACCOMMODATION     
  TRANSFERS

Hotel Preference \_\_\_\_\_ Pick Up Address \_\_\_\_\_  
 Arrival / Departure Check in: / / Check out: / / Drop off Address \_\_\_\_\_  
 Special Requests \_\_\_\_\_ Mobile Number \_\_\_\_\_

## FUNDS APPROVAL *(applicant to complete Cost Centre column)*

TYPE	COST CENTRE AND NOTES	REIMBURSE OR PAY	AMOUNT
Accommodation			
Airfares			
Car Hire			
Conference Registration			
Per Diem			
Other			

## AUTHORITIES

Applicant Signature \_\_\_\_\_ Date / /

<div style="background-color: #e0e0e0; padding: 2px; border: 1px solid black; margin-bottom: 5px;">Travel Approved - Supervisor</div> Supervisor Name _____ Signature/Date _____ / /	<div style="background-color: #e0e0e0; padding: 2px; border: 1px solid black; margin-bottom: 5px;">Funds Verified</div> Finance Officer Name _____ Signature/Date _____ / /
<div style="background-color: #e0e0e0; padding: 2px; border: 1px solid black; margin-bottom: 5px;">Travel Approved - Head of School</div> Head of School Name _____ Signature/Date _____ / /	<div style="background-color: #e0e0e0; padding: 2px; border: 1px solid black; margin-bottom: 5px;">Conference Registration Paid</div> Admin Officer Name _____ Signature/Date _____ / /