



TRAVEL APPROVAL FORM

Supporting the **Yinhawangka, Banyjima** and **Nyiyaparli** people

This form must be returned to IBN Organisation Support (orgsupportservices@ibngroup.com.au) 7 days prior to travel.

Name:	DOB:
Mobile Phone:	Membership Number:
Address:	
Reason for travel:	
Departure date:	Return date:

Travel method: Flight Vehicle

Accommodation: Hotel Personal Number of nights

Daily Allowance - Please tick the appropriate boxes.

Items	2023-2024 ATO Rate	Date	Date	Date	Date	Date	Date	Date	Total (\$)
Breakfast	\$32.10								
Lunch	\$36.10								
Dinner	\$61.50								
Incidentals	\$23.00								
Total daily allowance:									

Note: Meal allowances are not applicable where catering is provided on meeting days

Other Travel Expenses

Items	Rate	Date	Date	Date	Date	Date	Date	Date	Total (\$)
Accommodation	\$250.00								
Mileage (cents/km)	\$0.85								
Pre-Travel Payment	\$300								
Total other travel expenses:									

Travel Declaration

I understand that processes are conducted in accordance with IBN Group Meeting Travel Policy. I understand my obligations, particularly that any additional cost incurred through missed flights are my responsibility. I also give permission for the recouping of any allowance paid in advance if my trip is cut short, or if I do not attend.

Traveler's Declaration: _____ Date: _____

Signature

IBN Approval: _____ Date: / /

Signature