



GROUP MEETING TRAVEL FORM

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

This form must be returned to Operations Support (operationsupportservices@ibngroup.com.au) **7 working days prior to Date of Meeting** to avoid delays in processing.

Name:	DOB:
Email Address:	Phone Number:
Address:	
Reason for travel: Destination(s):	
Departure date:	Return date:

Travel method: Flight Vehicle

Accommodation: Hotel Personal Number of nights

Daily Allowance - Please tick the appropriate boxes.

	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: Meals allowances do not apply where catering is provided on meeting days

Other Travel Expenses

Item	Rate	Date	Date	Date	Date	Date	Date	Date	Total (\$)
Camping Allowance	\$250.00								
Mileage (cents/km)	\$0.85	Post Code to Post Code Return Kms =							
Pre-Travel Payment	One payment of \$300.00, will be deducted from final payment amount								\$300.00
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.

Member's Declaration: _____ Date: / /

Signature

IBN Approval: _____ Date: / /

Signature