UNIVERSITY OF TASMANIA

Travel Expenditure Schedule

Name: ....

Budget Centre: ....

Travel From: .... (Date) Travel To: .... (Date)

Complete and forward with the Payment Request form to:

Financial & Business Services

Locked Bag 1353, Launceston

Date	Supplier (eg: Hotel Chicago)	Expense Type (eg: Accommodation, Dinner, Taxi)	Currency (eg: USD, Euro)	Foreign Amount	Exchange Rate (see below)	Tax (F&B Services use only)	Australian Amount

Total of Expenditure	
Advance Received	
Owing/Reimbursement	

1. This information needs to be summarised on the Payment Request Form.
2. Exchange rate information can be located on http:www.oanda.com/convert/classic
3. If travel exceeds 5 nights a travel diary must be completed and attached.
4. If the balance of an advance needs to be repaid, please attach a copy of the receipt.