

AUSTRALIA TRAVEL REQUEST FORM

Employee Name: _____ Employee ID: _____

Department: _____ Position: _____

Travel Details:

Purpose of Travel: _____

Destination(s): _____

Departure Location: _____

Departure Date: _____ Return Date: _____

Travel Arrangements:

Transportation Mode: _____

Accommodation Details: _____

Estimated Travel Costs (AUD): _____

Approvals:

Employee Signature: _____ Date: _____

Manager Name: _____ Manager Signature: _____

Date: _____

Terms and Conditions:

1. The Employee warrants that all information provided herein is accurate and complete to the best of their knowledge.
2. Travel must be conducted in accordance with company policies and all applicable Australian laws and regulations.
3. Expenses claimed will be subject to approval and must be supported by valid receipts and documentation.
4. The Company reserves the right to modify or cancel any travel arrangements if deemed necessary.
5. The Employee agrees to comply with health, safety, and security protocols during the travel period.
6. Any changes to the approved travel plan must be communicated promptly to management.
7. This Travel Request Form constitutes a binding agreement between the Employee and the Company for the stated travel.
8. The Company is not liable for any personal injury, loss, or damage arising from travel except as required under Australian law.
9. The Employee must comply with all visa, customs, and immigration requirements applicable to the travel destinations.
10. This form and its approvals must be retained as part of company records and may be audited for compliance.

Employee Signature

Signature: _____

Date: _____

Manager Signature

Signature: _____

Date: _____

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