

Annexure “A”

ACADEMIC BOARD TRAVEL REQUEST FORM

Please complete this form if you require assistance with your travel arrangements for Academic Board. Please return to AcademicBoard@acu.edu.au

Name:

Meeting Date:

REQUESTED ITINERARY

Inbound Flight				
Origin	Destination	Preferred departure time	Preferred arrival time	Comments
	Sydney			

Outbound Flight				
Origin	Destination	Preferred departure time	Preferred arrival time	Comments
Sydney				

ALTERNATIVE TRAVEL ARRANGEMENTS

If you wish to request alternative travel arrangements, please provide details below. Variations in travel arrangements that fall outside the scope of the *Travel Policy* and/or the *Academic Board Travel Protocol* require the approval of the Director of Governance.

Departure Date:				
Origin	Destination	Preferred departure time	Preferred arrival time	Reason for alternate travel arrangements
	Sydney			

Return Date:				
Origin	Destination	Preferred departure time	Preferred arrival time	Reason for alternate travel arrangements
Sydney				