

# Approval of Vice-Chancellor's Travel

For long-haul travel, i.e. other than New Zealand and Australia



THE UNIVERSITY OF  
**WAIKATO**  
*Te Whare Wānanga o Waikato*

## ▼ DATES AND DESTINATIONS OF TRAVEL

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## ▼ REASON FOR TRAVEL

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## ▼ DEPUTISING ARRANGEMENT FOR ABSENCE (IF ANY)

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## ▼ ESTIMATE OF TRAVEL COSTS

Airfares, accommodation, other expenses

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## ▼ FRIENDS' OR FAMILY MEMBERS' TRAVEL

Will any friend/s or family member/s be accompanying the Vice-Chancellor?

If yes, who?

If yes, provide an estimate of any associated travel costs to be charged to the University

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## ▼ VICE-CHANCELLOR

Signed

Date

## CHANCELLOR

Signed

Date