Approval of Vice-Chancellor’s Travel

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

**DATES AND DESTINATIONS OF TRAVEL**

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

**REASON FOR TRAVEL**

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

**DEPUTISING ARRANGEMENT FOR ABSENCE (IF ANY)**

________________________________________________________________________

**ESTIMATE OF TRAVEL COSTS**

Airfares, accommodation, other expenses

________________________________________________________________________

________________________________________________________________________

**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

________________________________________________________________________

**VICE-CHANCELLOR**

Signed

Date

**CHANCELLOR**

Signed

Date

03/15