**Domestic Travel Pre-Approval Template (approval in principle)**

Instructions for completing and submitting this template:

1. Copy and paste the template into an email and complete.
2. Send the email with the completed template to your direct supervisor for their review and approval and request them to respond by return email. **N.B. For Academic travel this will be the Head of School.**
3. Attach the approved email (**or both emails in the case of institute funded travel)** to your Online Domestic Booking Form when submitting your travel request.
4. Completion of this pre-approval will allow Travel & Expense to start your booking.

**N.B.** No pre-approval required for single day car travel and fieldwork.

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| **Note for Supervisor:** | Please respond to the email containing this request with either your approval or non-approval. |
| What are the dates of your travel? | Departure Date:   |  | | --- | | Click or tap to enter a date. |   Return Date:   |  | | --- | | Click or tap to enter a date. | |
| Where are you travelling to? |  |
| Why are you requesting an “in principle” approval to travel i.e., provide a brief reason why you are travelling? |  |
| Are you requesting this pre-approval to cover other staff travelling with you who will be on the same booking form as you? (max 3) If so, please advise their names. (N.B. they must also report to the same Supervisor) |  |
| Account codes must be provided to assist with the identification of where the funding is coming from for this travel. | |  |  |  | | --- | --- | --- | | **Fund** | **Org** | **Program** | |  |  |  | |
| Research Institute Funding Approved (if applicable) (**Institute Use Only**) |  |
| Any other relevant comments: |  |