

**Underwater Skindivers and
Fisherman's Association Inc**

Application for Approval to Travel - Form 1

Name

Position Contact Phone:

Address

Travel Details

1.1 Purpose of Trip

1.2 Method of Travel

1.3 Expected Travel Cost (see form 2)

\$

1.4 Expected Accommodation Cost

\$

1.4 Proposed Itinerary

Date	Depart From (Location)	Mode of Travel *	Time	Arrive At (Destination)	Time

** State flight no. if travelling by air*

2. Use of Private Motor Vehicle for Official Business YES NO

If yes, you must attach a copy of your motor vehicle's Comprehensive Motor Vehicle Insurance Policy

3. Officer Declaration

I agree to submit a detailed travel reimbursement claim within 21 days of returning from the trip.

Signature of Claimant Date

4. Authorisation

Authorising Officer's Signature Authorising Officer's Position Date