

# Travel Request Nov 2023

The purpose of this form is to request for the Advance Payment of Travel Allowance.

- Reason: Attend Nyamal Native Title meetings, Nyamal Aboriginal Corporation Annual General Meeting and the Njamal People's Trust Annual General Meeting
- Date: 1st Nov 2023 to 3rd Nov 2023
- Location: JD Hardie Youth & Community Hub, 5991 Cottier Drive South Hedland

## Personal Details

Name \*

First

Last

Date of Birth \*



Phone Number \*

Email

Address

City

State

Postal

## Request Details

Which meeting(s) would you be attending? \*

- Nyamal Native Title meetings - 1st Nov 2023 Wed
- Nyamal Aboriginal Corporation Annual General Meeting - 2nd Nov 2023 Thu
- Njamal People's Trust Annual General Meeting - 3rd Nov 2023 Fri

Select options as applicable.

**Mode of Transport \***

- Motor Car
- Plane

Select one option only.

**What is the Plate Number of the vehicle you are travelling in?**

**Are you the driver? \***

- Yes.
- No.

**Name of Driver:**

- Only 1 driver per vehicle is eligible for travel allowance.
- If you are a passenger in the vehicle, you are not eligible to apply for travel allowance, however you are able to receive an accommodation and meals/incidentals allowance.
- The total amount paid is capped at a maximum of \$2000 return. This will be calculated from the driver's registered address.

**Other Allowances**

- Meals
- Accommodation

Meal and Accommodation allowances are only eligible for travel distance over 100km.

**Bank Account Details**

**BSB \***

**Account Number \***

**Account Name \***

Please note that all requests should be sent in by: **5pm (AWST) on Wed, 25th October 2023.**

**Declaration \***

- I plan to attend the meetings as indicated above and
- I request an advance payment as applicable and in accordance with the Travel Policy to assist in meeting these costs.

I am aware of the above statement.

Please tick this box as necessary.

