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|  | VIEW Clubs of AustraliaAPPROVAL TO TRAVEL This form must be completed prior to any airfare, or travel arrangements made. Fares booked must always be the cheapest available rates.  *Refer to Councillor Handbook 2024-25* |

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| **TRAVELLER’S DETAILS** | | | |
| Name: |  | Zone / Area |  |

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| **REASON FOR TRAVEL (provide details why travel is required, add details re all club visits)** | | | | |
|  | National Council Meeting | |  | Issues with Club - possible closure |
|  | National Convention | |  | International Women’s Day |
|  | New Club Development | |  | Club Birthday |
|  | Area/Zone Event | |  | Other |
|  | | | |  |
| Explanation: | | (please provide details of your visit) | | |
|  | | | | |

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| **AIRLINE FLIGHTS** | | | |
| **Date** | **Flying From** | **Flying To** | **Estimated Cost** |
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|  |  |  |  |
| **TRAIN JOURNEYS** | | | |
| **Date** | **Travel From** | **Travel To** | **Estimated Cost** |
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|  |  |  |  |
|  |  |  |  |
| **COACH JOURNEYS** | | | |
| **Date** | **Travel From** | **Travel To** | **Estimated Cost** |
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| **PRIVATE VEHICLE USE** | | | |
| **Date** | **Driving From** | **Driving To** | **Approx. Kilometers** |
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| **COMMENTS – ADD ANY OTHER RELEVANT TRAVEL NOTES HERE** |
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| **NATIONAL OFFICE APPROVAL** |
| Save approval email with copy of this form. |

This form must be emailed to National Office for approval before booking any travel. Email form to [view@thesmithfamily.com.au](mailto:view@thesmithfamily.com.au).