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|  | VIEW Clubs of AustraliaAPPROVAL TO TRAVELThis 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** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **COACH JOURNEYS** |
| **Date** | **Travel From** | **Travel To** | **Estimated Cost** |
|  |  |  |  |
|  |  |  |  |
| **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.