

Please use this form for reimbursement – it can be used for claim both prior to or prior to or after on campus visits. Receipts must be attached. Please forward claims to Robyn Ficnerski, Faculty of Arts and Education, Deakin University, Locked Bag 20000, Geelong 3220.

NAME:		
EXPENSE SUMMARY FOR DISTANCE TRAVEL ALLOWANCE		
	LOCAL CURRENCY (if applicable)	\$AUD
Fares		
Airfares		
Local fares – list below		
SUB TOTAL		
Accommodation		
SUB TOTAL		
Other		
SUB TOTAL		
TOTAL	TOTAL FOR THIS COLUMN NOT REQUIRED	