



Northern Territory Government

Department of Employment, Education and Training

MOVEMENT REQUISITION - OFFICIAL TRAVEL

Agency: **School Sport NT**

Agency ABN: **8 8 9 5 2 7 9 9 6 2 4**

Full Name: _____

*Please note that if not already provided, an employee must have completed the EFT details of your nominated bank account on the "NTG Supplier Payment Details" Form.

Division/Branch/Section: _____

Designation: _____

Reason for Travel: _____

Telephone: _____

Accounts Payable Use Only

Vendor Number

Voucher Number

Date	Departure		Arrival		Per	Flight No.	Class	Booking Made
	Time	Place	Time	Place				

Other Services Required (Please Specify)

Warrant No.

Date From	Date To	Name & Address of Accommodation Provider	Telephone Contact	Booking No.	Travel Clerk to Book?
					<input type="checkbox"/> Yes <input type="checkbox"/> No
					<input type="checkbox"/> Yes <input type="checkbox"/> No
					<input type="checkbox"/> Yes <input type="checkbox"/> No
					<input type="checkbox"/> Yes <input type="checkbox"/> No
					<input type="checkbox"/> Yes <input type="checkbox"/> No

TRAVEL ALLOWANCE

Yes No

Period of Travel:

From
To
Difference

Date	Time

+/-

Purpose	General Ledger / Job Cost Code	Tax Code	Days	Price / Allowance	Total Amount (GST Incl)	GST Amount
Accommodation		P10				
Airfares		P10				
Travel Allowance		Z00				
Camping Allowance		Z00				

Other Expenses (Details)

(1) GST INCLUSIVE INCLUDES TAX WHERE APPLICABLE

(2) CALCULATE GST AMOUNT IF SUPPLY IS TAXABLE BY DIVIDING THE TOTAL AMOUNT (GST INCL) BY 11.

GST TOTAL:

RECEIVED PAYMENT

____ / ____ / 2005
DATE

TOTAL (GST INCLUSIVE):

WITNESS

____ / ____ / 2005
DATE

Voucher Number

Less Amount Recovered:

TOTAL DUE:

..... / / 2005 EMPLOYEE TRAVELLING / / 2005 SUPERVISOR'S RECOMMENDATION / / 2005 TRAVEL APPROVED BY DELEGATE
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DATA CHECKED

EXAMINING OFFICER

Details checked for the accuracy and amended as necessary.

I have examined the claim and authorised payment.

..... / / 2005
TRAVEL CLERK DATE

..... / / 2005
CERTIFYING OFFICER DATE

INSTRUCTIONS REGARDING THE CANCELLATION OF TICKETS

If a journey for which this ticket is issued is not undertaken, cancellation of the booking shall be notified as soon as possible to the railway, ship, air or travel authority so that the maximum refund may be obtained. (Airline companies for example make a full refund if at least twelve hours notice is given. Some airlines charge a cancellation fee). Cancellation shall be notified by the employee concerned or by the department as soon as possible. If the employee notifies the travel authority he shall also notify his Travel Section. The unused section of the ticket shall be returned to the Section or Branch of Issue in order that the appropriate refund may be claimed.

CERTIFICATION OF TRAVEL

1. Was an advance of Travel Allowance received? YES / NO
2. Was travel in accordance with approved itinerary? YES / NO

If YES proceed to 3 below. If NO complete the following:-

DETAILS OF REVISED ITINERARY					
DATE	TIME	PLACE OF DEPARTURE	TIME	PLACE OF ARRIVAL	REASON FOR VARIATION

REVISED ITINERARY APPROVED (CHIEF EXECUTIVE OFFICER/DELEGATE)

...../...../2005

3. I hereby certify that travel and accommodation undertaken was in accordance
(PRINT FULL NAME)
with the details shown on the front of this movement requisition.

...../...../2005

Certified this day of/...../2005

4. Additional Allowance payable where travelling allowance is insufficient.

Where proof is furnished that travelling allowance payable is insufficient to cover expenses reasonably incurred on meals and accommodation during the period of travelling allowance claim, additional payment may be approved under By-Law 30 of the Public Sector Employment and Management Act.

Claims are only admissible over the whole period of travelling allowance (I.e. claims will not be recognised in respect of part of an absence from headquarters) and are subject to the production of receipts indicating expenses over the whole period.

Claims should be forwarded to the Travel Section who will advise on any queries concerning additional allowance.

PLEASE RETURN THIS COPY OF THE MOVEMENT REQUISITION WITH USED TICKETS ATTACHED TO THE TRAVEL SECTION IMMEDIATELY ON RETURN FROM TRAVEL.

FURTHER ADVANCE PAYMENT OF TRAVELLING ALLOWANCE WILL NOT BE MADE UNLESS THE ABOVE CERTIFICATION OF TRAVEL IS COMPLETED AND RETURNED.