



TRAVEL REPORT

This travel report must be completed within two (2) weeks of return from any ARRO approved and funded (partially or wholly) involvement with any challenges, committee meetings or any special 'one off' occasions eg, tool or technical evaluation.

This report is to be forwarded to the ARRO Governance and Compliance Officer upon completion.

Traveller's details

Surname _____ First name _____

Position _____

(committee member, assessor (level/type), member)

Contact phone number _____

Email _____

Is this a team report? Yes No

If yes, please complete the section above for the contact person, and attach the list of people (and their position and agency) who have travelled overseas for official ARRO purposes for whom this report is submitted.

Travel details

Departure Date _____ / _____ / _____ Return Date _____ / _____ / _____

Destination _____

(eg State or Country/ies)

1) What were the costs of the travel and how was the travel funded?

Please indicate if the amount is actual (A) or estimated (E). It is important that the source of funding for the visit is clearly distinguishable as being either ARRO funding or from another source. If the visit was part funded, please provide the actual break down of ARRO/Agency self funding as well as any other sources of funding.

	Amount (\$AUD rounded)	Funding source details			
		ARRO cost	External cost	Self cost	Combined cost (agency & other)
Airfare	\$	\$	\$	\$	\$
Accommodation	\$	\$	\$	\$	\$
Other associated costs (meals/car hire/visas, etc.)	\$	\$	\$	\$	\$
Total cost	\$	\$	\$	\$	\$

