The Budget Table

1. The ‘Budget Breakdown’ column displays the totals of each budgeted cost at each destination.

2. In the “Specify which Budget will be used” column enter enough information to enable the:
   - Senior Manager/Financial Delegate
   - Finance Officer/Travel Officer or other Funds Checker
   - Budget Holder
   to approve or decline the request without the need for additional information.

   In some areas with complex funding arrangements from a range of grants and projects this will mean being very specific, often specifying what % of each expense type will come from each funding source. In such cases you will need to enter the entire chart strings, project numbers and possibly GRL numbers.

   In other areas it will mean typing something as simple as ‘operating budget’ or ‘my travel budget’.

   Please provide the checkers and approvers with the level of detail they need to complete their job first time around. It makes everyone’s job easier, and will result in less time spent overall.
3. Additional Comments/Justification

Put yourself in the Approver’s shoes. If there is supporting information they require to approve this budget provide it for them here.

For example, if you requested $2250 in ‘Other Costs’ the approver will need to know why you are asking for $2250 that is not for ‘accommodation’, ‘airfare’ or ‘meals and incidentals’. It may be a conference registration, or for the hire of safety equipment or a range of different needs. Provide enough information to enable the Approver to determine the expense is appropriate and genuine.

This field is not character limited. Enter as much information as is necessary or helpful.

Alternatively you can attach a file (e.g. a detailed budget, or a source document such as a conference registration form detailing the cost).

4. Cash Passport request amount

These fields will display if the option ‘A Cash Passport is required for this trip’ was selected at the top of the screen.

You can nominate how much of each budget line you would like on a Cash Passport.

This will depend on your situation and preferences. In many cases some or most of the costs (flights, accommodation, conference registration etc) may be pre-paid using a Purchase Order or Corporate card. When travelling domestically you will likely use cab charge vouchers instead of a Cash Passport to pay for Taxi Cabs.

You may also be a Corporate Card holder, and prefer to put all your meals and incidentals on that card.

As described above, the amount of money required on a Cash Passport will vary. Your Finance Officer/Travel Officer will be the best person to help you work it out if you are unsure.