Travelex Cash Passport Receipt Acknowledgment

<table>
<thead>
<tr>
<th>Approved Travel form #:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Traveller Name:</td>
<td></td>
</tr>
<tr>
<td>Staff:</td>
<td>☐</td>
</tr>
<tr>
<td>Student:</td>
<td>☐</td>
</tr>
<tr>
<td>Other</td>
<td>☐</td>
</tr>
<tr>
<td>Initial Load Value</td>
<td>$</td>
</tr>
</tbody>
</table>

Dear Traveller,

This Travelex Cash Passport has been provided to you to cover the costs of approved Travel for the University of Queensland. When travelling using these funds you are a representative of the University of Queensland and will always act in a responsible and professional manner, and within the laws of all countries you visit. You should be conscious that the money you will access during your trip is directly from a UQ bank account, is usually either tax payer or grant awarded funds, and you are under an obligation to spend University funds prudently.

**By signing this document you are acknowledging the following:**

I am the Traveller identified to travel on UQ business.
I will represent the University responsibly, professionally and ethically and within the bounds of the law in every country I visit.
I have read and understand my obligations under the UQ Travel Policy.
I will always use UQ funds prudently and responsibly.
I will retain all receipts required by policy.
I will ensure card settlement is performed at the conclusion of the trip and the actual amounts spent and / or the value of the applicable allowance(s) is entered into the Travel Form *with priority* at the conclusion of my trip.
I will always comply with the UQ code of conduct.

**Signed by Traveller:**

Name: ________________________________

Signed: ________________________________

Date: ________________________________

**Identification sighted:**

Name: ________________________________

Signed: ________________________________