

Expenditure Control Review Group Expenditure Approval Request

This form is used to request access to university/faculty/school-based funds for work related activity including but not limited to; conferences, travel, equipment, entertainment expenses and catering.
Please submit completed form to assh-facultyoffice@uow.edu.au
Your application will be assessed by the Expenditure Control Review Group. If the request is endorsed the request will be sent to the COO/DVCS for final approval.

Applicant	
Expenditure Type (eg:travel, entertainment etc)	
Cost Centre	
Funding Source (eg:contractual research support, DL Funds, T&R Support Account, general operating)	
Amount Requested (\$)	
Response to Expenditure Control Criteria	
1. Can Activity be delayed? If NOT, why NOT ?	
2. How does the activity contribute to specific faculty strategies?	
3. Is the activity related to external contractual obligations? If so, how? And with who?	
4. Other information to justify your application	
Authorisation	
Approvals will be communicated via email and should form part of your expenditure submission (attached in basware, SERKO and travel hub). If you require further assistance please contact assh-facultyoffice@uow.edu.au	

HOS Endorsement: