

# FSD 70 Travel Certification Form for FSD 50.01 (VTA)

Employee Surname: \_\_\_\_\_ Given Name: \_\_\_\_\_

Mission: \_\_\_\_\_ Date: \_\_\_\_\_

Date of authority: \_\_\_\_\_

Traveller	Travel dates and destinations	Total expenses per traveller <small>(details per trip e.g. transportation, meals, accom etc...)</small>	Amount of allowance received per traveller	Amount to certify for each traveller <small>(75% of the allowance)</small>	Amount to recover <small>(if any)</small>

### DECLARATION OF EMPLOYEE

- I hereby certify that the above information correctly describes travel undertaken in accordance with FSD 50.01.
- I hereby certify that these expenditures were incurred outside the mission.
- I acknowledge that benefits claimed under false pretences will be recovered and I will be subject to disciplinary action.
- I acknowledge that this report will be used as the basis of any subsequent verification or audit.
- I acknowledge that I must retain proof of travel to support the travel indicated in this report for a period of seven (7) years.

Employee's signature: \_\_\_\_\_

Date: \_\_\_\_\_

Verified by  
Deputy Head: \_\_\_\_\_

Date: \_\_\_\_\_