#### Faculty of Medicine

Date: [day/month/year]

UQ Finance – Faculty of Medicine

The University of Queensland

Brisbane Qld 4072 Australia

Dear Finance Officer,

**Letter of Approval for travel reimbursement to volunteer consumer representative.**

Please be advised that [research group name] approve the reimbursement of travel expenses for the following consumer representatives.

|  |  |  |  |
| --- | --- | --- | --- |
| Name | Travel distance | 2023-2024 ATO rate | Total |
| Consumer | Kilometres | @85 cents per kilometre | $ |
|  |  |  |  |
|  |  |  |  |

The consumer representatives were invited by “research group name” to attend a [name activity - training session, meeting] on [date]. The consumers travelled to and from their home address to attend the session.

Please use the following chart-string:

[insert chart string numbers]

Consumer addresses and banking details are included in the attached form.

Yours sincerely

Name:

Role:

Organisational Unit: