**STATE LIBRARY OF NEW SOUTH WALES**

**PUBLIC LIBRARY SERVICES**

# TRAVEL CLAIM FORM

The Library Council of NSW provides the cost of first class return rail travel for participants invited to attend approved professional development activities and travelling from libraries more than 100kms from the seminar venue. Claims should be submitted within 28 days after the seminar.

**Please complete this form and forward it with a tax invoice from Council and a copy of receipts or a copy of the ticket as soon as possible after completion of the seminar. Your Council should make out the Tax Invoice to the Library Council of NSW to the equivalent of first class rail fare.**

If unclear of your first class rail fare entitlement please check on the NSW TrainLink website <https://transportnsw.info/regional> or contact Grants & Subsidies Clerk ph. 02 9273 1624 as we will be unable to alter your tax invoice.

Please return the form to: or email

Public Library Services samantha.mantakoun@sl.nsw.gov.au

State Library of NSW

1 Shakespeare Place

SYDNEY NSW 2000

Name: (Person attending seminar)

Name of Library Service:

Seminar: (Title & Date)

Particulars of Travel:

AMOUNT CLAIMED (Inclusive of GST): $

 Signature

 Date

**OFFICE USE ONLY**

Claim approved, please arrange payment from 8227080000/82GR0007/64012000

(Professional Development).

 Signature

 Date

The personal information on this form will be treated as confidential and managed in accordance with NSW privacy legislation. For further information please email privacy.library@sl.nsw.gov.au