APPLICATION FOR APPROVAL OF ABSENCE ON DUTY (AND AIRLINE BOOKING FORM)

Staff/Student Name: _____   Staff/Student Number: _____

Faculty/Office/Dept.: _____   Contact Number: _____

Period of Absence on Duty: From: ____ / ____ / _____   To: ____ / ____ / _____

Other leave associated with this travel: Type: ☐ Annual   ☐ Long Service   ☐ Personal

(To be submitted via HR Online)   From: ____ / ____ / _____   To: ____ / ____ / _____

Destination of Travel: _____

Alternative Arrangement for Teaching/Supervision/Admin/Other Duties: _____

_____

Reason for Travel and Supporting Documents Required: (to be checked by Admin Officer in Department)

☐ Research/Collaboration   - attach invitation letter/email
☐ Attending/Presenting at Conference   - attach acceptance paper
☐ Fieldwork (Fieldwork form/s submitted to relevant Fieldwork Officer)
☐ Other Purposes (specify): _____   - attach invitation letter/email
☐ Approved Funding   - attach copy of available fund AND
   Research Grant Budget Plan OR
   Faculty HDR Application approval
   OR other approval

☐ Budget: total funding requested: $_____ A/C No.: _____   - attach Travel Budget
☐ Travel Diary for International Travel/Travel in Australia (> 5 nights)   - attach Travel Diary
☐ Risk Assessment for Overseas travel (where required)   - attach Risk Assessment
   (refer to Health and Safety Unit)

I confirm that the above travel conforms to the University's Travel Policy and all expenses will be incurred in accordance with this Policy (http://www.mq.edu.au/policy/docs/travel/policy.html)

Staff Member/Student signature: _____ Date: ____ / ____ / ____

Staff/Student Supervisor (if applicable):   _____ Date: ____ / ____ / ____

Travel approved (Head of Dept./Office): _____ Date: ____ / ____ / ____
_____

AIRLINE BOOKING APPROVAL (IF APPLICABLE):

☐ Booking Confirmation attached   If applicable, Booking/Confirmation Number: _____

Approved Travel Agent: ☐ STA   ☐ Campus Travel

Departure Date: ____ / ____ / ____   Return Date: ____ / ____ / ____   Airfare (incl. taxes): $_____

Account Name to be charged	Account Code	Amount
		$
		$

☐ If travelling overseas and you have an MQ Credit Card, you have emailed your name, staff number, dates you are away and destination to Credit Card Administrator, Sarah Poole at sarah.poole@mq.edu.au

Payment Authorised by: _____ Date: ____ / ____ / ____

Processed/filed by Department Admin. Officer: _____ Date: ____ / ____ / ____

MACQUARIE UNIVERSITY