Absence on Duty Form Completion Guide

The latest version of this guide can be downloaded from Department of Biological Sciences > Travel Guide developed by Julian May & Ayden de Courcey. Last updated 22nd May 2019 by Julian May.

Documents/steps that may be required before starting form:

- DATES of travel
- Fieldwork submitted to Field Friendly (http://mq.fieldfriendly.com/)
- For HDR students: approval of budget
- Transport details, e.g. flights
- Accommodation details
- Advance or Per diem
- Overseas travel to high risk countries: risk assessment (See below)

Go to: https://ask.mq.edu.au/account/forms/display/aod and log in with OneID

OR link for Visitors (no login): https://ask.mq.edu.au/account/pub/display/aod

ABSENCE ON DUTY APPLICATION

For information regarding travel for University business purposes, please review the University Travel Policy & Guideline


Important: In order to submit this form, you are required to attach certain documents within the Purpose of Travel section below.

Please make sure that you have those documents ready to upload before completing the rest of this form.

Important: Before completing this form, please ensure that you have viewed the Macquarie University Travel Procedure.

This is critical for international travel, as you will be required in this Absence on Duty to attach risk assessments for travel to high-risk countries/regions.

Prepare Travel Documentation before commencing AoD.

“Domestic” travel = Australia and New Zealand.

OR
If solely conducting fieldwork, risks are assessed in Field Friendly; otherwise, must be assessed here.

Indicate risk level of destination. Risk level can be found via International SOS (link above).

Check the TRAVEL RISK and MEDICAL RISK of the country/regions being visited through International SOS.

HIGH or EXTREME risks: you must complete an individual travel risk checklist; this produces a risk assessment for your trip.

NOTE: Leave adequate time for your risk checklist to be processed and returned to you before proposed departure; completing the checklist does NOT automatically lead to approval.
Select purpose of travel. Can select multiple.

- Research/Collaboration
- Attending/Presenting at Conference
- Fieldwork
- Other Purpose(s) e.g. Workshop

**Research/Collaboration (Attachment Required)**
Please attach an invitation: 

**Attending/Presenting at Conference**
Has your abstract been accepted for this conference?

**Fieldwork**
Have you submitted the details of your fieldwork to Field Friendly?

**Other Purpose(s) e.g. Workshop**
Please specify the other purpose(s):

Attach any relevant documentation:

Fieldwork must be approved in Field Friendly before you travel: 
mq.fieldfriendly.com

If "yes", please upload conference presentation/poster invitation.

Provide details of other purpose of travel and upload supporting documentation.
If there are other travellers on the same trip, you can list them here. However, if travellers are paying from different accounts, each should still submit their own AoD for ease of processing.

Indicate your position at the university.

Provide supervisor details if applicable. For most staff/academics, this will be HoD.

If submitting form on behalf of another, please provide the person’s details.

If there are others travelling on the same trip, you can list them here.

Check travel policy on MQ website to ensure that your leave is valid:

Provide start and end dates of travel. If concurrently taking personal leave, indicate dates – for staff, personal leave must be applied for via HR Online. Length of travel is automatically calculated.

Provide start and end dates of travel. If concurrently taking personal leave, indicate dates – for staff, personal leave must be applied for via HR Online. Length of travel is automatically calculated.
Provide details of each activity conducted during trip – important for insurance and contact in emergency.

“YES” if funding is held within any MQ account (Project or Operating)

Provide MQ account number(s) to be used, maximum spending on each; for multiple accounts, communicate with admins how costs are to be split

Provide details of what funds will be spent on, including estimated costs, e.g. Accommodation $600.

Advance and Per Diem forms can be filled out using the NOPF available: https://staff.mq.edu.au/support/financial-and-legal/staff-services/travel-and-allowances

If form is not attached here, it is traveller’s responsibility to provide completed form to admin, and in sufficient time for processing.
Select method of transportation. Can select multiple.

Transport required to undertake trip:
- Plane
- Ship
- Bus (Long Distance)
- Train (Long Distance)
- Public Transport (Short Distance)
- Hire Vehicle
- Department Vehicle
- Own Vehicle
- Other

**Bus (Long Distance)**
Will you meet with an administrator who will pay for the booking?

**Train (Long Distance)**
Will you meet with an administrator who will pay for the booking?

**Public Transport**
You will need to purchase your tickets and seek a reimbursement.

**Hire Vehicle**
Before booking, please read and follow the Hire Vehicle Checklist carefully.

Make a booking, online or over the phone, with one of the following companies who provide discounted government rates, quoting the unique code provided:

- Avds - Wizard No. 5BW43T
- Budget BCD No. D5305002

Hire Vehicle Documentation: Choose Files

**Department Vehicle**
A limited number of vehicles are owned by some Departments within the Faculty of Science and Engineering and are available to use for a fee. Note that preference will be given to staff and students from within that department.

Please follow one of these links to book a vehicle:

- Biological Sciences
  Usage costs are $50/km for members of the Department of Biological Sciences. For personnel the cost is $0.75/km. Please check funding availability before booking a vehicle.

- Environmental Sciences

- Earth and Planetary Sciences

Please also see guidelines for vehicle use in the Fieldwork Wiki.

Use of a Department vehicle is preferred to personal vehicle.

May require induction from department vehicle manager.

See checklist. Select hire car company and once booked upload confirmation of booking, or forward to admin.

Keep receipts or monthly Opal account statement for reimbursement (see NOPF above).
If using own vehicle justify use. Provide license, registration and insurance details for the vehicle before travelling. If conducting fieldwork, this information is collected in Field Friendly.

Provide details of other transport method and attach supporting documentation.

When travelling domestically indicate flight and payment details.

If you require specific flights, please provide exact details here.

If you have not travelled domestically with Macquarie University before, admin may need extra details to set you up in booking system.
If travelling internationally indicate payment details and requirements.

Provide details of flights needed, e.g. days, times, carriers. Can upload screenshots or quotes below.

Optional: you can contact MQ travel agents to obtain quotes.

<table>
<thead>
<tr>
<th>Travel by Plane</th>
</tr>
</thead>
<tbody>
<tr>
<td>Where will you be travelling? *</td>
</tr>
<tr>
<td>Will the flights be paid by the above account(s)? *</td>
</tr>
<tr>
<td>Check-in baggage required? *</td>
</tr>
</tbody>
</table>

Please provide details for flight bookings:
(e.g. departure and return dates and times, preferred carrier, any other notes)

Administrators will liaise between you and travel agents from Campus Travel and/or STA Travel.

If you have not travelled internationally before with these agents, we will require details from your passport to ensure that tickets are booked correctly.

If you would like to obtain a flight itinerary directly, contact details of the Macquarie University-approved travel agents are below:

Campus Travel by email: macuni@campustravel.com.au or Campus Travel by phone: 9888 2198.

STA by email: macquarieuni@statravel.com.au or STA by phone: 9805 0211.

Please note: Be aware of the expiry date of any quotes you obtain yourself; quotes are often only valid for a few days, and we are not able to pay for your flights until after your Absence on Duty request is approved.

You may attach screenshots or quotes here:
If this is a research voyage, please ensure that it has been submitted to Field Friendly for approval.

Data of arrival at port: *
Location of departure port: *
Date of departure from port: *
Approximate location in the Ocean: *
Please specify whether you undertook any specific training or medical check-ups for your travel: *

Please provide a description of your Special Training/Medical Check-ups (Optional):

Provide details of ship travel.

Indicate details of special training undertaken for ship travel.

Please review insurance information before travelling.

Important Travel Information

Please follow these steps in relation to all travel:

- To read more about how you are covered by Macquarie University’s travel insurance, please see information on the University’s Travel Insurance Page.
- For students taking holiday in conjunction with a business trip, please note that you will not be covered for days on holiday (see: “Am I covered if I take holiday time while on University business?”).

Declaration

- I confirm that I have checked that I have attached all of the necessary documents
- I have checked all necessary budget requirements
- I confirm that my travel satisfies the requirements of the Macquarie University Travel Policy

Check Macquarie University Travel Policy to ensure your travel does not violate policy, particularly if personal leave is taken while travelling.
Absence on Duty Approval Process

Initial Admin Checks:

Administrators go to: [https://ask.mq.edu.au/account/forms/overview/aod](https://ask.mq.edu.au/account/forms/overview/aod) and log in with OneID (requires permission – ask Dept Manager)

- Overseas travel: Risk level of destination and forms, if required:
  - Email *individual travel risk checklist* to traveladvice@mq.edu.au for Risk & Assurance approval.
- Evidence of travel reason provided e.g. invitation letter, emails
- Permission to travel on given dates
- Any leave taken does not violate policy
- Budget approval (HDR students)
- Account has sufficient funding
- Form filled out completely and all information provided

Then, if student: *Approve and send for supervisor review* (will provide their supervisor name)

Or if staff/visitor: *Approve and send for academic decision* (HoD or Delegate)

**NOTE:** from the Overview page, Supervisor Review or Academic Decision step, you can copy the link to an AoD submission, then email it to anyone to allow them to approve and send on. This can be useful if someone's supervisor is away, or accidentally deleted the email from ask.mq.edu.au

If the applicant does not have permission to travel, admin will select *Disallow and Advise applicant.* The applicant is emailed regarding why the AoD cannot be processed.

**Supervisor Check/Approval:**

You will receive an email notifying you of a decision to make in Ask.mq, please click to view AoD. If you are not the supervisor of the student whose AoD you have been assigned you can re assign the case back to admin or the correct supervisor.

Before approving an AoD please ensure all the correct information is provided. Admin will notify you if these are provided, in a comment on the AoD. This includes:
• Account details
• Budget approval
• Travel details
• Fieldwork approval
• Supporting documentation

To approve an AoD as supervisor please write “Approved” in the comment box and select the Approve and send for academic decision option. You can leave this unassigned and Admin will then pick up the AoD and send it to the HoD or delegate.

If you wish to make a comment on the AoD separate to the approval please select Add file note - No Decision yet. Any text that is written in the comment box is added to the AoD as a file note and no approval processes are undertaken.

If there is something is missing from the AoD and you are awaiting documentation or further information please select Problem with case, place on hold. The case is then left in system whilst review takes place.

Admin reassignment:
Admin will now assign the AoD to the appropriate HoD or delegate

HoD or Delegate Check:
You will receive an email notifying you of a decision to make in Ask.mq, please click to view AoD. Before approving an AoD please ensure all the correct information is provided. Admin will notify you if these are provided, in a comment on the AoD. This includes:

• Account details
• Budget approval
• Travel details
• Fieldwork approval
• Supporting documentation
• Supervisor approval

To approve an AoD as deputy HoD please write “Approved” in the comment box and select the Approve and send for final processing option. This will send the AoD back to admin for bookings and to close the application.

If you wish to make a comment on the AoD separate to the approval please select Add file note - No Decision yet. Any text that is written in the comment box is added to the AoD as a file note and no approval processes are undertaken.

If there is something is missing from the AoD and you are awaiting documentation or further information please select Problem with case, place on hold. The case is then left in system whilst review takes place.
**Admin Final Processing:**

Admin will then check that all approvals are valid and then proceed to make bookings. Admin will liaise with the travel to ensure all bookings are correct and within budget. As each booking is made itinerary and evidence of bookings must be uploaded to keep a record of purchases. These are to be attached as a file note to the AoD. Once this has been completed admin selects one of two options:

*Approve and close case* – Final Approval for AoD and closes case. Includes email to indicate to applicant the details of AoD and important information e.g. insurance, International SOS card.

*Disapprove and close case* – Final Approval for AoD is not given and the applicant is emailed to the details and important information. Only disallow an AoD if the applicant does not have permission to travel; otherwise request additional information from the applicant.