

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) (refer to <https://staff.mq.edu.au/work/travel>) - attach Risk Assessment

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: ____ / ____ / ____