

School of Engineering & Information Technology

Conference / Business Leave Application

This form should be completed and reviewed by the Head of Discipline the individual is planning to be away from the University for the purpose of attending a conference, meeting, field research or attending to other university business.

Name

Purpose of proposed absence:

Dates of Absence:

From: To:

Location: Intra-state Inter-state Overseas

Please either attach or outline below a brief overview of the conference or activity including a brief itinerary, contact address, phone number:

During the above period ...

I have no active teaching commitments

I have made appropriate arrangements to ensure that all my teaching and student supervision commitments are fully covered. **Please give details:**

I have made appropriate arrangements to ensure that all my administrative commitments are fully covered. **Please give details:**

Proposed Funding Sources:

Using the table below, please give an estimate of expected costs associated with this activity, indicating the proposed funding source(s) for these costs:

	<i>Airfare</i>	<i>Registration</i>	<i>Accommodation</i>	<i>Other / Incidentals</i>	<i>Total</i>
Staff Maintenance Account					
Research / Consultancy / Other School funds (please specify)					
Externally or Self-Funded					

Head of Discipline Review & Comments:

HOD Recommendation:

Approved as submitted

Approved subject to amendments/conditions as described above

Not approveX

HOD: _____

Date

School Dean:

Approved as submitted

Approved subject to amendments/conditions as described above

Not approved

School Dean: _____

Date

This form should be submitted for approval prior to payment of conference registration or booking of travel.

School Office Use Only
Absence Calendar updated _____ **by** _____