



## Visitor and Occupational Trainee Request Form (VMM)

**Definition of a visitor:** *A staff member of another national or international institution or organisation who is formally invited to visit Monash University for the purpose of observing or who will make a contribution to the research, teaching and/or a related activity or service of the University. Visitors may be attending Monash University on a paid or unpaid basis.*

### When to use this form

- This form is to be used by the Monash staff member intending to invite a visitor including Occupational Trainees to notify Faculty/Department administration of details of an anticipated visit to Monash.
- This information will streamline the process of preparation of an invitation to the prospective visitor via the Visitor Management Module (VMM). Visitors to Monash University are required to be recorded in VMM.
- The Visitor Management Module (VMM) will be rolled out to Faculties and Departments during the first half of 2010. Until VMM is rolled out for use by your Faculty/Department, HR Operations will be responsible for entering the data to VMM for the production of invitation letters and other required documentation. This form is to be used to provide all the required information and authorisation for the invitation to be made.
- Following the implementation of VMM in your faculty, the authorisation will be handled through VMM and a manual authorisation through this form will not be required.

### Monash Identification Cards or IT Access (if required)

- Identification cards will be available from HR reception or Student Services following commencement of the visitor and the provision of the Confirmation of Commencement of Visitor form to HR Operations.

### Where and when to send this form

- If your Faculty/Department is using the online VMM system, this form is to be used locally to collect the required information to be entered onto VMM. **Do NOT forward this form to HR.**
- If your Faculty/Department is NOT using the online VMM system, forward this form along with the appropriate approvals to your HR Adviser.

### Policy and Procedure references

All visitor requests must comply with the following policy:

- [Visitor Status and Engagement Condition](#) and
- Workforce Management Procedure – University Visitors - <http://www.adm.monash.edu.au/workplace-policy/other-appointments/visitors-guests/>

**Section 1 - VISIT AND VISITOR INFORMATION**

|   |  |
|---|--|
| <p><b>Proposed Dates</b></p>  | <p>Visit start date: _____ Visit end date: _____</p>   |
| <p><b>Citizenship and Nationality</b><br/><i>(Note: Nationality and Residency can be different is the visitor if residing in a country outside their home country for a substantial period of time – this may have tax implications)</i></p>  | <p>Does the Visitor have Australian Citizenship or Permanent Residency? <input type="checkbox"/> Yes <input type="checkbox"/> No<br/> <i>If Yes, proceed to Payment Details.</i><br/>                 If No, please state Nationality _____<br/>                 Is the visitor currently in Australia? <input type="checkbox"/> Yes <input type="checkbox"/> No<br/>                 If Yes, under which Visa _____ <i>Evidence must be attached or provided</i><br/>                 Tax Residency Country _____</p>   |
| <p><b>Payment Details</b><br/> <b>Payment (if any)</b> <i>(Visitors are generally unpaid. Not all visitors are eligible for payments. Such arrangement must be finalised at the time of organising a visit).</i><br/> <b>Fee For Service</b> <i>(Where a fee is paid, this should be a single payment inclusive of all Expenses).</i><br/> <b>Expenses</b> <i>(Amounts should be maximum amounts allowable for reimbursement if exact amounts are not known).</i><br/> <b>DI/CC Expenses</b> <i>(Any expenses paid on Corporate Credit Card or through Direct Invoice, please tick the DI/CC box).</i><br/> <b>Expense Claim Form</b> <i>(Supporting documentation, including tax receipts where required, must be attached to the VMM generated Claim form for Visitor expense reimbursement).</i></p> | <p><b>Payment</b> <input type="checkbox"/> Yes <i>(specify below)</i> <input type="checkbox"/> No <i>(proceed to Purpose of Visit)</i><br/>                 Visitor ABN (if applicable) _____ <i>(Domestic visits &lt;5 days only)</i><br/> <input type="checkbox"/> Fee \$ _____<br/> <i>(Where a fee is paid, this should be a single payment inclusive of all Expenses).</i><br/> <input type="checkbox"/> Food \$ _____ <input type="checkbox"/> DI/CC<br/> <input type="checkbox"/> Accommodation \$ _____ <input type="checkbox"/> DI/CC<br/> <input type="checkbox"/> Travel \$ _____ <input type="checkbox"/> DI/CC<br/> <input type="checkbox"/> Other \$ _____ <input type="checkbox"/> DI/CC<br/> <b>If other, please specify</b> <i>(Visa, Health Insurance etc)</i><br/>                 _____<br/> <input type="checkbox"/> LAFHA Accommodation \$ _____ /week<br/> <input type="checkbox"/> LAFHA Food \$ _____ /week</p> |
| <p><b>Purpose of Visit</b><br/><i>(Brief description of activity visitor will be engaged in: attach brochure or other document as necessary)</i><br/><br/><i>This will form the basis of the VMM generated invite letter</i></p>  | <p><input type="checkbox"/> Event/Conference <input type="checkbox"/> Technical<br/> <input type="checkbox"/> Occupational Trainee <input type="checkbox"/> Research<br/> <input type="checkbox"/> Exchange <input type="checkbox"/> Academic (Teaching)<br/> <b>Brief description of purpose:</b><br/>                 _____</p>  |
| <p><b>442 Occupational Trainees only:</b><br/><b>Accommodation arrangements</b><br/><i>(DIAC requirement to ensure reasonable standard of accommodation)</i></p>  | <p><input type="checkbox"/> Receiving Scholarship <input type="checkbox"/> Arranged for &amp; paid by home institution<br/> <input type="checkbox"/> Private arrangement <input type="checkbox"/> Arranged for &amp; paid by Faculty/Dept (DI/CC expense)<br/> <input type="checkbox"/> Living Away From Home Allowance<br/> <b>Address Details if arranged for or paid by Monash</b><br/>                 _____</p>   |
| <p><b>Visitor SAP Position ID</b> <i>(Position # &amp; Account to be charged for any cost related to the visit)</i><br/><br/><i>(If your area does not have Visitor position numbers please request through <a href="#">Organisation and Position Management</a>)</i></p>   | <p>Position ID: _____ Campus: _____<br/>                 Cost Centre: _____ Fund: _____<br/>                 Org Unit Name: _____ Visiting Area: _____</p>   |
| <p><b>Supervisor Details</b> <i>(who will the visitor report to?)</i></p>   | <p>Name: _____<br/>                 Staff Number: _____ Ph No: _____</p>   |
| <p><b>Previous visit details</b> <i>(Has the visitor previously visited or been employed by Monash. If so, input previous SAP ID in VMM to connect records. If in doubt, leave blank for HR to determine).</i></p>  | <p><input type="checkbox"/> Previous visitor <input type="checkbox"/> Previous employee<br/>                 Date of last visit/employment _____<br/>                 Previous SAP ID if known _____</p>   |

|   |  |
|---|--|
| <b>Visitor Name</b><br><i>Date of Birth for International Visitor's will be on their passport.</i>                                | Title: _____ <input type="checkbox"/> Male <input type="checkbox"/> Female<br>Family Name: _____<br>Given Names: _____<br>Date of Birth: _____ Preferred Name: _____ |
| <b>Home Institution details</b>   | Home Institution: _____<br>Home Institution country: _____<br>Position Title: _____<br>Department Name: _____  |
| <b>Visitor's Australian Address while visiting Monash</b> <i>(if known at this stage)</i><br><i>Can be C/- Faculty/Department</i> | Street Address: _____<br>Town/City: _____<br>State: _____ Postcode: _____<br>Telephone: _____<br>Email: _____  |
| <b>Overseas Address</b><br><i>(If known, overseas mailing address for invitation and correspondence)</i>                          | Street Address: _____<br>Town/City: _____<br>State/Region: _____<br>Country: _____ Postcode: _____<br>Telephone: _____   |
| <b>Preferred Mailing Address</b>  | <input type="checkbox"/> Australian <input type="checkbox"/> International   |
| <b>Additional requirements or comments</b> (Postal Instructions, Split Costs etc)   | _____  |
| <b>Additional access requirements</b><br><i>(e.g. building access)</i>  | _____  |

**SECTION 2 - AUTHORISATION OF ORGANISATIONAL UNIT**  
(Not required if entered in VMM by faculty staff. If forwarded to HR Adviser for processing, please obtain appropriate approval).

In recommending this appointment I am satisfied that: -

1. The person named in Section 2 is appropriately qualified and/or experienced to carry out the proposed duties and has the appropriate visa authorisation allowing this appointment;
2. Funds are available and I authorise payment for the specified work.

| <b>Authorisation 1 - Head of Department/Organisational Unit</b> | <b>Authorisation 2 – Dean or equivalent</b> |
|---|---|
| Signature   | Signature                                   |
| Please print name   | Please print name                           |
| Contact Extension No  | Contact Extension No                        |
| Date  | Date  |

**SECTION 3 - HR USE ONLY**

|                     |   |
|---------------------|---|
| <b>VMM Request:</b> | Date _____ VMM ID# _____<br>Checked if returning visitor YES / NO |
| <b>Entered by</b>   | <b>Date</b>   |

For assistance, please contact HR Enquiries on 9902 0400  
Human Resources Division privacy collection statement is located at  
<http://privacy.monash.edu/guidelines/collection-personal-information.html#hr>