



IMPORTANT INFORMATION

This is to be completed by the inviting department for short-term visitors to Monash, where the visit **does not exceed 20 calendar days** and the visitor will have costs met by Monash, hence approval of the visit is required.

Visitor details are not entered into the VMM where the following criteria are met:

- Visit does not exceed **20 calendar days**
- Reimbursement for travel, accommodation and incidentals only
NOTE: preferred method is for Monash to pay these expenses directly
- No access via Authcate number to University resources (IT, Library, Security).

The visitor details must be entered into the VMM where:

- Visitor is to be paid a fee
- Visitor requires access to security and restricted library resources (ie electronic journals) and the loans function.

NOTE: details can be entered directly into the VMM and approval granted through the VMM.

1. DETAILS OF VISIT

Visit start date:					
Visit end date:					
Total # calendar days:					
Supervisor name:					
Contact #:					
Email:					
Hosting Department:					
Campus:					
Purpose of Visit (indicate relevant box)	<input type="checkbox"/> Academic (Teaching)	<input type="checkbox"/> Event / Conference	<input type="checkbox"/> Exchange	<input type="checkbox"/> Research	<input type="checkbox"/> Technical
	Brief description of visit:				

2. VISITOR DETAILS

Title & Name:					
Address:					
Visitor contact details (if international, please include country codes)					
Contact #:					
Email:					
Visitor home Organisation:					
Country:					
Position Title					
Emergency Contact details (please include area codes and if international, country codes)					
Name (use capital letters):					
Contact #:					

3. PAYMENT OF VISITOR EXPENSES

Monash University will cover the costs related to your visit up to the amount indicated below:

Accommodation	\$
Travel	\$
Incidental	\$
Total costs	\$



The following tables are to be completed where visitor expenses are funded by Monash University.

4. ACCOUNT ASSIGNMENT INFORMATION *(where required by faculty)*

G/L Account	Cost Centre	Fund	Tax code
734032			
734032			
734032			

5. AUTHORISATION OF VISIT

I am satisfied that funds are available and I authorise payment for the associated costs related to this visit.

Authorisation 1 – Head of Department/Centre/ School / Organisational Unit		Authorisation 2 – Dean or financial delegate <i>(where faculty requires two approvers)</i>	
Signature	Date	Signature	Date
Print Name:		Print Name:	

Guide to completing this Schedule:

- Details to be entered into the tables under the following headings:
 - Table 1:** Details of Visit
 - Table 2:** Visitor details
 - Table 3:** Payment of visitor expenses (only where visitor expenses are to be funded by Monash University)
- Where Monash University is paying the expenses, Table 5 must be completed with the authorised signature(s) and Table 4 is to be completed if required by the faculty.

Print all pages of this document for approval and kept a copy of the approved document on file.

- Once approval has been given, Tables 1, 2 & 3 form the Schedule which is to be attached to the letter and sent to the visitor (refer Short-stay visitor letter templates for Australian or International visitors).

The Schedule can be generated in either of the following ways:

- save the completed document as a new file and delete the following sections:
 - Important Information, Sections 4 & 5 and the Guide to Completing this Schedule;* or
- Copy tables 1, 2 and 3 (if relevant) and insert into the second page of the invitation letter.

- It is recommended that a copy of the letter and schedule is kept on file.