



Visitor and Occupational Trainee Request Form (Visitor Management Module)

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) is being rolled-out to faculties/departments during 2010. Until the VMM roll-out for use by your faculty/department is complete, HR Operations will be responsible for entering the data into 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 via 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 - adm.monash.edu.au/workplace-policy/workforce-management/visitors/status-engagement.html; and
- Workforce Management Procedure – University Visitors - adm.monash.edu.au/workplace-policy/other-appointments/visitors-guests/

Visitor Invite Letters

Letters of invitation to visitors will now be generated via VMM and emailed only to visitors (with a copy to the HR Contact for the Department/School/Centre). Hard copy letters will no longer be issued/posted to visitors as the system-generated letter is identical to the letter sent via email to the visitor.

Section 1 - VISIT DETAILS	Name: _____	VMM ID# _____
Proposed Dates	Visit start date: _____	Visit end date: _____

<p>Citizenship and Nationality</p> <p><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? If Yes, proceed to Payment Details. <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If No, please state Nationality _____</p> <p>Is the visitor currently in Australia? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If Yes, under which Visa _____ Evidence must be attached or provided</p> <p>Tax Residency Country _____</p> <p>Will the visitor be accompanied by their family? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>Payment Details</p> <p>Payment (if any) <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></p> <p>Fee-for-Service <i>(Where a fee is paid, this should be a single payment inclusive of all Expenses, except where the payment is made up-front by the University (DI/CC)).</i></p> <p>Expenses <i>(Amounts should be maximum amounts allowable for reimbursement if exact amounts are not known).</i></p> <p>DI/CC Expenses <i>(Any expenses paid on Corporate Credit Card or through Direct Invoice, please tick the DI/CC box).</i></p> <p>Expense Claim Form <i>(Supporting documentation, including tax receipts where required, must be attached to the VMM-generated Claim form for Visitor expense reimbursement).</i></p>	<p>Payment <input type="checkbox"/> Yes <i>(specify below)</i> <input type="checkbox"/> No <i>(proceed to Purpose of Visit)</i></p> <p>Visitor ABN (if applicable) _____ (Domestic visits <5 days only)</p> <p><input type="checkbox"/> Fee for Service \$ _____</p> <p><i>(Where a fee is paid, this should be a single payment inclusive of all Expenses).</i></p> <p><input type="checkbox"/> Accommodation \$ _____ <input type="checkbox"/> DI/CC</p> <p><input type="checkbox"/> Travel \$ _____ <input type="checkbox"/> DI/CC</p> <p><i>Finance Dept policy prefers reimbursement of expenses wherever possible but where travel and any related expenses (Visa, Health Insurance etc) are made up front, please include a total amount in the Travel field)</i></p> <p><input type="checkbox"/> Incidental Expenses \$ _____</p> <hr/> <p><input type="checkbox"/> LAFHA Accommodation \$ _____ /week</p> <p><input type="checkbox"/> LAFHA Food \$ _____ /week</p>
<p>Purpose of Visit</p> <p><i>(Brief description of activity visitor will be engaged in: attach brochure or other document as necessary)</i></p> <p><i>This will form the basis of the VMM-generated invite letter</i></p>	<p><input type="checkbox"/> Event/Conference <input type="checkbox"/> Technical</p> <p><input type="checkbox"/> Occupational Trainee <input type="checkbox"/> Research</p> <p><input type="checkbox"/> Exchange <input type="checkbox"/> Academic (Teaching)</p> <p>Brief description of purpose (MANDATORY): _____</p>
<p>442 Occupational Trainees only: Accommodation arrangements</p> <p><i>(DIAC requirement to ensure reasonable standard of accommodation)</i></p>	<p><input type="checkbox"/> Receiving Scholarship <input type="checkbox"/> Arranged for & paid by home institution</p> <p><input type="checkbox"/> Private arrangement <input type="checkbox"/> Arranged for & paid by Faculty/Dept (DI/CC expense)</p> <p><input type="checkbox"/> Living Away From Home Allowance</p> <p>Address Details if arranged for or paid by Monash _____</p>
<p>Visitor SAP Position ID <i>(Position # and Account to be charged for any cost related to the visit)</i></p> <p><i>(If your area does not have Visitor position numbers please request through Organisation and Position Management)</i></p>	<p>Position ID: _____ Campus: _____</p> <p>Cost Centre: _____ Fund: _____</p> <p>Org Unit #: _____</p> <p>Org Unit Name: _____</p> <p>Visiting Area: _____</p>
<p>Supervisor Details <i>(who will the visitor report to?)</i></p>	<p>Name: _____</p> <p>Staff Number: _____ Ph No: _____</p>
<p>Previous visit details <i>(Has the visitor previously visited or been employed by Monas? If so, input previous SAP ID in VMM. If in doubt, leave blank for HR).</i></p>	<p><input type="checkbox"/> Previous visitor <input type="checkbox"/> Previous employee</p> <p>Date of last visit/employment _____</p> <p>Previous SAP ID if known _____</p>
<p>Visitor Name</p> <p><i>Date of Birth for International Visitor's will be on their passport.</i></p>	<p>Title: _____ <input type="checkbox"/> Male <input type="checkbox"/> Female</p> <p>Date of Birth: _____</p> <p>Given Names: _____</p> <p>Family Name: _____</p> <p>Preferred Name: _____</p>

Home Institution details	Home Institution: _____ Home Institution country: _____ Position Title: _____ Department Name: _____
Visitor's Australian Address while visiting Monash (if known at this stage) <i>Can be C/- Faculty/Department</i>	Street Address: _____ Town/City: _____ State: _____ Postcode: _____ Telephone: _____
Overseas Address <i>For Immigration and Visa purposes, all international visitors require their full home address to be entered. This address must be the preferred mailing address in VMM although the letter will continue to be emailed to the visitor.</i>	Street Address: _____ Town/City: _____ State/Region: _____ Country: _____ Postcode: _____ Telephone: _____
Email Address	_____ (All documentation will be emailed to the visitor)
Additional requirements or comments (Postal Instructions, Split Costs etc)	_____
Additional access requirements (e.g. building access)	_____

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 1 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.

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

SECTION 3 - HR USE ONLY

HR Adviser processed	Date	VMM ID#	Initials
HR Officer processed	Returning Visitor <input type="checkbox"/> Yes <input type="checkbox"/> No	SAP ID #	Initials
	Date		

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