

# REQUEST VISITING ACADEMIC FORM

## Instructions for Completing the Form

The form must be completed, signed and forwarded to HR Operations, Human Resources Division.

1. Please include the cost centre number and fund details - refer <http://www.firm.monash.edu.au/finance/>
2. Please include a position number - refer <http://sssd.adm.monash.edu.au/opm/login.asp>

SECTION 1 – ORGANISATIONAL UNIT & POSITION DETAILS (To be completed by Organisational Unit)												
ORG UNIT TITLE						ORG UNIT NO						
FACULTY / DIVISION / CENTRE						CAMPUS						
POSITION NUMBER						POSITION TITLE						
<input type="checkbox"/> ACADEMIC						<input type="checkbox"/> RESEARCH						
COST CENTRE				FUND				%				

SECTION 2 – VISITOR'S DETAILS												
Quote previous Monash University Personnel Number (if applicable)												
Title		Family Name				Given Name(s)						
Residential Address (in country of origin)						Date of Birth ___/___/____ (DD/MM/YYYY)						
Postcode						Telephone No ___ - _____						
Residential Address (while in Australia)						Telephone No ___ - _____						
Postcode						Gender Female <input type="checkbox"/> Male <input type="checkbox"/>						
Email Address												
Citizenship: Does the visitor have an Australian Citizenship?... Yes <input type="checkbox"/> No <input type="checkbox"/> .												
If No - state the visitor's country of citizenship												
Does the visitor have authority to work in Australia? Yes <input type="checkbox"/> No <input type="checkbox"/> Evidence to be attached												

## SECTION 3 – POSITION DETAILS

### (A) Period of Visit

Start Date \_\_\_/\_\_\_/\_\_\_\_ End Date \_\_\_/\_\_\_/\_\_\_\_

### (B) Remuneration, Allowances and Costs for Visitor (Yes or No must be ticked – If you tick “Yes”, please provide details in relevant sections (C, D & E) on this form)

Salary	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	
Fee for Service	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	
Living away from home allowance					
Food	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	
Accommodation	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	
Costs Paid/Reimbursed by Department/School					
Food	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	
Accommodation	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	
IMAN Insurance	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Paid by Department/School Yes <input type="checkbox"/> No <input type="checkbox"/>
Travel Expenses	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Paid by Department/School Yes <input type="checkbox"/> No <input type="checkbox"/>
Cost of Visa Application	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Paid by Department/School Yes <input type="checkbox"/> No <input type="checkbox"/>

### (C) Reason for fixed-term appointment (Monash University Enterprise Agreement (Academic and General) 2000)

<input type="checkbox"/> Specific task or project	<input type="checkbox"/> Research	<input type="checkbox"/> Position which is fully funded by external sources not being government operating grants or student fees
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### Employment Type

<input type="checkbox"/> Full-time	<input type="checkbox"/> Part-time	Hours per week _____	Fraction _____
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### Employment Level (Salary)

Pay Scale Group (Classification Level)	Level (Step)	Annual full-time salary rate \$	Annual pro rata salary rate (if applicable) \$
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**(D) Fee for Service**

Type of payment (please specify)	Amount (total)	Cost code for payment
Single Payment <input type="checkbox"/>	\$.....	

**(E) Allowances and/or Benefits**

Type of allowance/benefits	Amount (weekly)	Accommodation Details *
Living Away From Home Allowance (paid via Payroll):		.....
• Total (additional food + accommodation)	\$.....	.....
• Additional Food (only)	\$.....	.....
• Accommodation (only)	\$.....	.....
Costs paid on receipt of invoices or reimbursed on receipt of receipts:		.....
• Food expenses (invoice/receipts required)	\$.....	.....
• Accommodation expenses (invoice/receipts required)	\$.....	.....

\* Accommodation Details section must be completed by Department / School if accommodation is to be provided & paid/reimbursed for your visiting academic

Type of allowance/benefits	Paid directly by department	Reimbursed to visitor
IMAN Insurance	\$.....	\$.....
Travel Expenses (please specify)		
• Airfare <input type="checkbox"/>	\$.....	\$.....
• Kilometric Rate <input type="checkbox"/>	N/A	\$.....

**Supervisor Details**

Supervisor's name and position .....

Supervisor's contact number \_\_\_\_ - \_\_\_\_\_

<b>SECTION 4 – ADDITIONAL COMMENTS</b> <i>Please include any specific terms and conditions which relate to this position</i>
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<b>SECTION 5 – AUTHORISATION OF ORGANISATIONAL UNIT</b>
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In recommending this appointment I am satisfied that: -

- 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;
- 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      Date ____ / ____ / ____	Contact Extension No      Date ____ / ____ / ____

<b>SECTION 6 – CHECKLIST</b>
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Please use the checklist below to ensure all necessary information has been included in the form and the appropriate documentation has been attached.

**All Invitations/Appointments**

- Have you included the 6 digit cost centre code, the 7 digit fund code & a position number?
- Have you included all the required visitor's details?
- Have you included the start & end date?
- Have you included payment details?

FOR HR OPERATIONS USE ONLY			
Processed	Date	Checked	Date

**For assistance please contact HR Enquiries on ext 20400**

Please return completed form to HR Operations, Human Resources Division, Monash University VIC 3800

Human Resources Division privacy collection statement is located at <http://privacy.monash.edu/guidelines/collection-personal-information.html#hr>