**INTERIM FORM FOR PERIODS/DUTIES OVERSEAS AND IN NEW ZEALAND**

Please tick which type of leave is being applied for and complete as follows:

**□ RESEARCH, TEACHING, STUDY, PROFESSIONAL AND ORGANISATIONAL DUTIES OVERSEAS AND IN NEW ZEALAND**

**(This form replaces current Short Leave/Long Leave/Research Leave in New Zealand/ Business Leave and Service Leave forms)**

Complete following form and submit to your Head of Department/Unit/Institute for approval before final approval by your Senior Leadership Team (SLT) member

**□ LEAVE WITH PAY; □ LEAVE WITHOUT PAY;**

Send a memo with supporting documentation to your Head of Department/Unit/Institute for approval before final approval by your Senior Leadership Team (SLT) member

NB: On approval of Leave without Pay POD must be notified of relevant details

# Application for Research, Teaching, Study, Professional and Organisational Periods/Duties Overseas and in New Zealand

**1. Name:** **2. Designation (e.g. Prof, Dr, Miss):**

**3. Position:**

**4. Employment status (Full or Part Time):**

 **(If part time state portion of full time equivalent)**

**5. Unit:**[[1]](#footnote-1)

**6. Date employment with Massey University commenced:**

**7. Staff ID:**

**8. Date leave commences:** **9. Date leave ends:**

**10. Itinerary (account for each day from day of departure to day of return to position):**

**11. Total calendar days away:**

 Comprising:

**Number of Overseas Duties/Research Periods in NZ days:**

(*include travel days and weekend days contiguous to Overseas Duties/Research Periods in NZ days*)

**Number of Annual Leave days:**

*(exclude weekend days contiguous to annual leave days)*

**Number of Weekend days:**

*(excluding those included in Overseas Duties/Research Periods in NZ Days)*

**Number of New Zealand statutory and/or Massey University holidays**

**12. Purpose** \* (if purpose of the leave is to present a conference paper, identify all co-authors):

**13.** **Research outputs that will be achieved if leave granted:**

**14. Research outputs entered in Symplectic since last Short or Long Leave or, if no previous Short or Long Leave, since commencement of employment with Massey University (please cut and paste from Symplectic and update if necessary; do not attach PBRF evidence portfolio or a CV):**

**15. Overseas Duties and Periods of Research Leave in New Zealand in previous six years** (dates and research outputs achieved - copies of reports submitted for all periods of Overseas Duties and Research periods in NZ in previous 6 years to be supplied *if* requested by the PVC or line manager who considers the application):

**16. Reasonable actual costs directly attributable to the duties** (excluding any conjoined annual leave, New Zealand statutory and Massey University holidays which must be funded personally but including New Zealand statutory holidays and Massey University holidays on which an applicant is required to work) and daily allowance **for which funding is sought:**

|  |  |
| --- | --- |
| Travel\* |  |
| Transport to and from airports, seaports, bus or train stations |  |
| Massey University Travel insurance \* |  |
| Domestic and international departure taxes \* |  |
| Conference fee |  |
| Accommodation |  |
| Other (specify) |  |
| Daily allowance (overseas travel only) \_\_\_\_\_ |  |
|   *if* travelling for over 23 days |  |
| Discretionary Payment of Daily Allowance (overseas travel only) |  |
|  *if* staying privately and travel is under 23 days |  |
|  **TOTAL:** \_\_\_\_\_ |  |

**NB: Do not claim for accommodation and/or meals in addition to the daily allowance**

**For periods of leave less than 23 days**

Do Annual Leave days exceed working days? Yes/No

If yes, multiply the total in this clause by the number of working days and divide by the number of Annual Leave days.

 **ADJUSTED TOTAL: \_\_\_\_\_**

**17. Funding**

|  |  |
| --- | --- |
| Funding available from University General Ledger(GL) accounts: |  |
|  |  |
| (i) Unit (identify) |  |
| (ii) College \_\_\_\_\_ |  |
| (iii) Central Funding (previously LAAC) (NB: available for overseas leave over 23 days only)  |  |
|  |  |
| **Total GL related funding available**  |  |
| Funding available from University Project Ledger(PR) accounts: |  |
|  |  |
| (i) Unit (identify unit and PR account numbers) |  |
| (ii) College (identify college and PR account numbers) \_\_\_\_\_ |  |
|  |  |
| **Total PR related funding available**  \_\_\_\_\_ |  |
|  |  |
| Non-Massey University funding: |  |
|  |  |
| (i) Personal |  |
| (ii) Other (identify) \_\_\_\_\_ |  |
|  |  |
| **Total funding from all sources** \_\_\_\_\_ |  |

**NOTE: Total funding available from all Massey University sources must not exceed $10,000.00 for travel under 23 days and $20,000 for travel over 23 days.**

**NOTE: Expenditure from above noted accounts must have approval from relevant Budget Centre Manager.**

**NOTE: Ensure guidelines are followed in regards to whether funding is available from Massey University sources**

**18. Applicant’s Certification**

I certify that I have read and agree to all relevant Massey University Policies and Guidelines.

Applicant’s signature: Date:

**NOTE: Relevant Policies and Guidelines include but are not limited to:**

**Until 30 June 2015;** [Leave Policy and Leave Regulations](https://www.massey.ac.nz/massey/staffroom/policy-guide/people-and-organisational-development/people-and-organisational-development_home.cfm#Leave Policy)

**From 1 July 2015;** Research, Teaching, Study, Professional and Organisational Periods/Duties Overseas and in New Zealand Guidelines

\* **Attach:**

1. Paper acceptance letter/email if purpose is to present a conference paper.

2. Confirmation of conference dates if not specified in paper acceptance letter/email.

3. Evidence of prior arrangements to visit persons/institutions if objective includes such visits.

4. Orbit Corporate Travel confirmation of fares, insurance costs and departure taxes. (Insurance for Annual Leave days, New Zealand statutory and Massey University holidays must be funded personally.)

5. Printout from YourSelf Portal confirming approval of any annual leave conjoined to Overseas Leave.

6. Copies of reports submitted for all periods of Overseas Leave in previous 6 years.

**19. Head of Unit’s [[2]](#footnote-2) certification**

I certify that all relevant Massey University Policies and Guidelines have been satisfied.

I confirm the relevant Budget Centre Managers have approved expenditure from accounts identified.

I do/do not support this application because:

Head of Unit signature: Date:

**20.** **PVC or Line Manager at Vice-Chancellor’s Executive Committee level certification**

I certify that all relevant Massey University Policies and Guidelines have been satisfied.

Application Approved/Declined

PVC / Line Manager signature: Date:

1. Unit means Department or equivalent. [↑](#footnote-ref-1)
2. Head of Unit means HOD or equivalent. [↑](#footnote-ref-2)