

PrivilegesLibrary Services (CSU card required) Yes NoOn-site Building & Facilities Access Yes No
(CSU card required)IT Access Yes No**Financial Arrangements - Only complete this section if a stipend is to be paid. Please contact your HR Liaison Officer regarding accommodation and stipend.**

Visiting titleholders may receive a stipend to cover travel and living expenses as detailed below. Stipends are paid in arrears and may be paid either fortnightly or monthly and are administered by the Travel Office, Division of Finance.

Is a Stipend to be paid? Yes (Complete this section) No (Go straight to Authorisation)

To be paid as a contribution towards the following expenses: (Amount (AUD\$))

Travel Expenses

Account Code

Living Expenses

Account Code

Total Expenses

Funding Source

Endorsement, Recommendation and Authorisation**Endorsement:***Endorsement of the Head of School/Director before submitting for approval. Attach applicant's CV to email when submitting. Please ensure that the appropriate [Data Collection Form](#) is submitted under separate cover. Please contact your [HR Liaison Team](#) regarding other documents required for immigration purposes.***Head of School/
Director**

Name

Signature

Date

Recommendation and Authorisation:*Submit to the appropriate Band 7 delegate for approval of Visiting Fellow, Visiting Senior Fellow, Visiting Academic, Visiting Scholar or Visiting Artist and recommendation of Visiting Professor or Visiting Associate Professor.*

In the event that the appointee incurs any work-related costs whilst visiting on invitation the University, I hereby guarantee that the Faculty/School/Section/Centre will accept responsibility for payment of same.

Band 7[Who is this?](#)

Name

Signature

Date

Submit to appropriate DVC for approval of Visiting Associate Professor or Visiting Professor**Band 8**

Deputy Vice Chancellor

Name

Signature

Date

Following approvals