



## Field Work, Special Duties and Other Leave

(for Postgraduate and Honours students who are taking leave or are undertaking University business outside the Camperdown Campus)

Surname \_\_\_\_\_ First Name \_\_\_\_\_

Research Group \_\_\_\_\_ SID \_\_\_\_\_

Tick applicable:      **LEAVE**                      Recreation                       Sick       Other

**FIELD WORK**                      Australia       Overseas

**SPECIAL DUTIES**                      Australia       Overseas

***For Field Work or Special Duties Overseas a travel itinerary must be attached to this form. For all Postgraduate and Honours student undertaking Field Work or Special Duties, this completed form ensures coverage by University insurance.***

Inclusive dates from: \_\_\_\_\_ to \_\_\_\_\_

Destination \_\_\_\_\_

(Postgrads ONLY - If you are seeking use of a school vehicle, please book online at <http://silliac.physics.usyd.edu.au:8081/helpdesk/WebObjects/Helpdesk>)

*Complete this section if your Field Work or Special Duties will involve expenses to be covered by your supervisor and/or the University.*

Travel Costs: \_\_\_\_\_

Accommodation Costs: \_\_\_\_\_

Other costs: \_\_\_\_\_

Account Code: \_\_\_\_\_

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**OFFICE USE ONLY**

For Overseas Travel hand in this form with attached itinerary to Student Services, Room 210, for approval by the Head of School.

Approved: \_\_\_\_\_ Date: \_\_\_\_\_

Head of School

**Return this form to Student Services, Room 210, ground floor, Physics Building**