

## Teaching/Exam Arrangements whilst on Travel

This form must be completed by all staff with a teaching commitment. It must be submitted with the *Travel Notification Form* for authorisation and approval to travel.

### PERSONAL DETAILS

Name: \_\_\_\_\_ Position Title: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### REASON FOR TRAVEL

- Conference  Research Visit  
 Other (*Please Specify*) \_\_\_\_\_

### PERIOD OF ABSENCE

From: \_\_\_\_\_ To: \_\_\_\_\_

### LOCATION

- International  Domestic

### TEACHING/EXAM ARRANGEMENTS

This travel will occur during the lecturing period of a UNSW teaching session:  Yes  
 No

If YES, please explain what arrangements have been made to cover your duties:

Lectures: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Tutorials/Labs: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Consultations: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Course Administration/Other: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

This travel will occur during the examination marking period of a UNSW teaching session, (including examination meeting days)? :  Yes  
 No

If YES, please explain what arrangements have been made to cover your duties:

Exam Marking: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Exam Meeting Attendance: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**SIGNATURE OF STAFF MEMBER TRAVELLING**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**APPROVED BY ASSOCIATE HEAD OF SCHOOL**

Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**APPROVED BY HEAD OF SCHOOL**

Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_