Absence on Duty Form Completion Guide

Documents/steps that may be required before starting form:

- DATES of travel
- Fieldwork submitted to Field Friendly ([http://mq.fieldfriendly.com/](http://mq.fieldfriendly.com/))
- For HDR students: approval of budget
- Transport details, e.g. flights
- Accommodation details
- Advance or Per diem
- Overseas travel to high risk countries: risk assessment (See below)

Go to: [https://ask.mq.edu.au/account/forms/display/aod](https://ask.mq.edu.au/account/forms/display/aod) and log in with OneID

Prepare Travel Documentation before commencing AoD.

"Domestic" travel = Australia and New Zealand.
Important: Please see the travel advice for the country you are visiting, to identify if it poses a high risk to travellers.

For level 2 High degree of caution and above countries, a secondary approval and risk assessment is required. For Fieldwork, please note that this is already factored into Field Friendly.

For the Risk Assessment please see Macquarie University Travel Procedures; Step 3 includes the Risk Assessment documents that you may need to attach here.

Resources at International SOS can assist with risk assessment completion. Use membership #12AYCA630700. Contact your Departmental Administrators to ask for an International SOS card. Contact Macquarie Risk and Assurance if required.

Additional Information about International travel
Additional information about travel insurance
Ensure that all flight bookings are made through your administrators with Campus Travel or STA Travel to ensure that it is registered with International SOS.

Does this trip involve fieldwork ONLY? 
No

Please indicate the HIGHEST risk level of the country/countries or region(s) you are visiting: Level 3: Reconsider your need for travel

Level 2 or 3 or 4: Risk assessments are required.

If you have not already done so, please download the Overseas Travel Risk Assessment and Notification of Travel to High Risk Destinations forms; these can also be found through Travel Procedures above, Step 3.

If you require assistance, please contact Macquarie University Risk & Assurance.

Please upload the required documentation below and then continue completing this form

Risk Assessment Upload: Choose Files

If “Other Countries” read important information below, including following the links.

https://staff.mq.edu.au/work/travel/planning-and-booking

If solely conducting fieldwork, risks are assessed in Field Friendly; otherwise, must be assessed here.

Travelling with equipment ≥$50k? Contact insurance.mq@mq.edu.au

Indicate risk level of destination. Risk level can be found via smartraveller.gov.au

Level 2 (High degree of caution) – Notification of Travel to High Risk Destination ONLY

Level 3 (Reconsider your need for travel) or Level 4 (Do not travel) – Notification form AND Risk assessment form.

Read the important information above and upload all required risk documentation.
Select purpose of travel. Can select multiple.

- [ ] Research/Collaboration
- [ ] Attending/Presenting at Conference
- [ ] Fieldwork
- [ ] Other Purpose(s) e.g. Workshop

**Research/Collaboration (Attachment Required)**

Please attach an invitation

[Choose Files]

**Attending/Presenting at Conference**

Has your abstract been accepted for this conference?

[ ]

**Fieldwork**

Have you submitted the details of your fieldwork to Field Friendly?

[ ]

**Other Purpose(s) e.g. Workshop**

Please specify the other purpose(s):

[Choose Files]

Attach any relevant documentation: [Choose Files]

Fieldwork must be approved in Field Friendly before you travel:
mq.fieldfriendly.com

If "yes", please upload conference presentation/poster invitation.

Provide details of other purpose of travel and upload supporting documentation.
If there are other travellers on the same trip, you can list them here. However, if travellers are paying from different accounts, each should still submit their own AoD for ease of processing.

Provide start and end dates of travel. If concurrently taking personal leave, indicate dates – for staff, personal leave must be applied for via HR Online. Length of travel is automatically calculated.

Check travel policy on MQ website to ensure that your leave is valid

Provide details of each activity conducted during trip – important for insurance and contact in emergency.

Indicate if university funds will pay for travel and which account.

Provide details of what funds will be spent on, including cost estimates, e.g. accommodation $600.

Link to form is provided if selecting “yes”. Please attach completed Advance or Per Diem form here.
If not attached, it is traveller’s responsibility to provide completed form to admin, and in sufficient time for processing before travel.
Select method of transportation. Can select multiple.

Provide details of bus trip.

Provide details of train trip.

Keep receipts or monthly Opal account statement for reimbursement.

Select hire car company and once booked upload confirmation of booking, or forward to admin.

Use of a Department vehicle is preferred to personal vehicle. May require induction from department vehicle manager.
If using own vehicle justify use. Provide license, registration and insurance details for the vehicle before travelling.

If conducting fieldwork, this information is collected in Field Friendly.

Provide details of other transport method and attach supporting documentation.

When travelling domestically indicate flight and payment details.

If you require specific flights, please provide exact details here.

If you have not travelled domestically with Macquarie University before, admin may need extra details to set you up in booking system.
If travelling internationally indicate payment details and requirements.

Provide details of flights needed, e.g. days, times, carriers. Can upload screenshots or quotes below.

Optional: you can contact MQ travel agents to obtain quotes.
Provide details of ship travel.

Indicate details of special training undertaken for ship travel.

Please review insurance information before travelling.

Check Macquarie University Travel Policy to ensure your travel does not violate policy, particularly if personal leave is taken while travelling.
Absence on Duty Approval Process

Supervisor Check/Approval:

You will receive an email notifying you of a decision to make in Ask.mq, please click to view AoD. If you are not the supervisor of the student whose AoD you have been assigned you can reassign the case back to admin or the correct supervisor.

Before approving an AoD please ensure all the correct information is provided. Admin will notify you if these are provided, in a comment on the AoD. This includes:

- Account details
- Budget approval
- Travel details
- Fieldwork approval
- Supporting documentation

To approve an AoD as supervisor please write “Approved” in the comment box and select the Approve and send for academic decision option. Please reassigned it to the Admin team, if not sure you can leave this unassigned and Admin will then pick up the AoD and send it to the HoD or delegate.

If you wish to make a comment on the AoD separate to the approval please select Add file note - No Decision yet. Any text that is written in the comment box is added to the AoD as a file note and no approval processes are undertaken.

If there is something missing from the AoD and you are awaiting documentation or further information please select Problem with case, place on hold. The case is then left in system whilst review takes place.

Admin reassignment:

Admin will now assign the AoD to the appropriate HoD or delegate
HoD or Delegate Check:

You will receive an email notifying you of a decision to make in Ask.mq, please click to view AoD. Before approving an AoD please ensure all the correct information is provided. Admin will notify you if these are provided, in a comment on the AoD. This includes:

- Account details
- Budget approval
- Travel details
- Fieldwork approval
- Supporting documentation
- Supervisor approval

To approve an AoD as deputy HoD please write “Approved” in the comment box and select the Approve and send for final processing option. This will send the AoD back to admin for bookings and to close the application.

If you wish to make a comment on the AoD separate to the approval please select Add file note - No Decision yet. Any text that is written in the comment box is added to the AoD as a file note and no approval processes are undertaken.

If there is something is missing from the AoD and you are awaiting documentation or further information please select Problem with case, place on hold. The case is then left in system whilst review takes place.

Admin Final Processing:

Admin will then check that all approvals are valid and then proceed to make bookings. Admin will liaise with the travel to ensure all bookings are correct and within budget. As each booking is made itinerary and evidence of bookings must be uploaded to keep a record of purchases.