

# Application for Conference Leave and Funding

Operations Division



Domestic Conferences to be approved by Director of Division  
International Conferences to be approved by Director AND Chief Operating Officer

## CONFERENCE DETAILS

Name:			
Position:		Division:	
Conference Dates:			
Conference Name:			
Location (City):		(Country):	
		<i>** Note if outside of NZ, COO approval required</i>	
Proposed Dates of Absence:	From:	To:	

## OTHER TYPES OF LEAVE TO BE TAKEN IN CONNECTION WITH THIS APPLICATION

Type of Leave:		Dates:	
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## FORM OF PARTICIPATION/PURPOSE FOR ATTENDING

## OUTLINE HOW AND BY WHEN INTENDED LEARNINGS WILL BE UTILISED BY SELF AND SHARED WITH OTHER STAFF

How:	
By When:	

## DETAILS OF ADDITIONAL ACTIVITIES:

(Please provide a detailed itinerary of any visits and/or other meetings planned in conjunction with the proposed conference attendance).

**COST:**  
**Please familiarise yourself with the University Travel and Travel Related Costs Policy**

<b>Cost of Airfares:</b> (For International travel attach a quote from either Brooker Travel or Orbit Corporate Travel covering the itinerary submitted and any special conditions that apply to the fares).		NZ\$
<b>Accommodation:</b> (Attach evidence of costs of accommodation)	No. of Days	NZ\$
<b>Travel Insurance:</b> Note: University Travel insurance is MANDATORY while travelling internationally for work purposes. Book online at <a href="https://secure-www.otago.ac.nz/travelinsurance/">https://secure-www.otago.ac.nz/travelinsurance/</a> Insurance for private travel can be arranged at the same time.	No. of Days	NZ\$
<b>Conference Registration Fee:</b> (Attach evidence of registration fee)	No. of Days	NZ\$
<b>Other Costs:</b> (Please specify – air taxes, transport etc)		NZ\$
<b>TOTAL COST</b>		NZ\$

**APPROVALS**

Name	Signature	Date
<b>Applicant:</b>		
<b>Manager:</b>		

**Required Criteria: (to be completed by Manager)**  
**Does Attendance at this Conference align to the Operations Group Strategic Priority Plan? (Please indicate how):**

**Has the applicant achieved a suitable PDR outcome? A minimum of 'Meeting Expectations' and preferably 'Exceeding Expectations' is required.**

**Has attendance at this conference been identified within the applicant's PDR/Professional Development Planning for the coming year?**

<b>Was this Conference Budgeted For?</b>	<b>YES</b>	<b>NO</b>
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**Manager's/Director's Comments:**

**Director:**

**Chief Operating Officer:**  
  
Stephen Willis

**COO's Comments:**