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| **Please read before completing this form**   1. This form is to be used to authorise payment of the daily amount in accordance with the University’s Offshore Teaching Remuneration Guidelines. The guidelines in full are available at: [Offshore teaching remuneration guidelines](http://federation.edu.au/staff/working-at-feduni/human-resources/procedures,-policies-and-forms/offshore-teaching-remuneration-guidelines). 2. The payment applies to each day teaching offshore occurs and is therefore not applicable to travel days. 3. This form is not to be used for claiming a per diem or expenses. 4. The completed form should be forwarded to the Faculty Business Manager (FBM) or the relevant delegated officer for processing. If the allowance is to be paid as salary (including salary sacrifice), it must then be sent to Payroll, Human Resources, for inclusion in the next possible pay. 5. If the payment is to be placed into the Faculty or Directorate, only a copy of the completed form should be sent to Human Resources to be placed on a file. 6. All enquiries relating to this form should be directed to Human Resources. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Section 1 | to be completed by Staff Member (and authorised by Executive Dean/Director)** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Surname | |  | | | | | | | | | | | | | | | | | | | First name | | | | | | |  | | | | | |
| Position | |  | | | | | | | | | | | | | | | | | | | Employee number | | | | | | | | | |  | | |
| School/Section/Department | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | |
| Faculty/Directorate/Centre | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | |
| Campus | |  | | | | | | | | | | | | | | | | | | | Contact number | | | | | | | | | |  | | |
| **Program details** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Course | |  | | | | | | | | | | | | | | | | | | | Location | | | | | |  | | | | | | |
| **Details of payment** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Date of departure from Australia | | | | | | | | | | | |  | | | | | | | Date of return | | | | | | | | | | | |  | | |
| **Eligible days worked** (not payable for travel days) | | | | | | | | | | | | | | | | | |  | **Total number of days worked** | | | | | | | | | | | | | | |
| From |  | | | | | | | | | To | | | | |  | | |  |  | | | | | | | | | | | | | | |
| From |  | | | | | | | | | To | | | | |  | | |  |  | | | | | | | | | | | | | | |
| From |  | | | | | | | | | To | | | | |  | | |  |  | | | | | | | | | | | | | | |
| From |  | | | | | | | | | To | | | | |  | | |  |  | | | | | | | | | | | | | | |
| **Method of payment (please indicate preference)** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Paid as salary through Payroll | | | |  | | | |  | | | | | Paid directly to  Faculty/Directorate | | | |  | |  | | | | Salary Sacrifice  (must be arranged with Payroll **PRIOR** to travel) | | | | | | | | | |  |
| **Cost centre to be charged** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Account code | | |  | | |  |  | | | |  | | | Department/Project Code | | | | | |  | |  | | |  |  | | |  |  | |  | |
| **Signature of Executive Dean/ Director** | | | | |  | | | | | | | | | | | **Date** | | | | | | | |  | | | | | | | | | |
| **Supervisor’s name** | | | | | | | |  | | | | | | | | | |

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| **Section 2 | to be completed by the Faculty/Directorate** | | | | |
| **Calculation of payment** | | | | |
| Academic B1 daily rate | | $       (rate) X       (# of days worked) = $ | | |
| **Signature of  FBM/relevant delegated officer** |  | | **Date** |  |
| **FBM/delegated  officer name** |  |

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| **Offshore teaching conditions** |
| 1. It is the University’s preference that offshore teaching is conducted within workload, having regard for clause 36 of the Federation University Australia Union Collective Agreement 2015–2018, and in particular sub-clauses 36.9, 36.13 and 36.15. No additional payment shall be made where offshore teaching forms part of normal workload. A per diem will apply. 2. Wherever practicable, there will be consistent treatment of staff across the University which also allows flexibility to suit individual circumstances and operational needs. 3. Inability to participate in offshore programs would not affect a staff member’s position at the University, unless participation in such programs is part of the agreed position description. 4. All staff undertaking approved offshore teaching activities above load payment will receive payment for each day teaching is undertaken in addition to normal salary. This daily payment will be paid equivalent to Academic B1 salary rate payable per day as derived from the annual salary prescribed in the prevailing Federation University Australia Union Collective Agreement 2015–2018. 5. Travel days will not attract any additional remuneration under above clause 4. 6. The Australian Taxation Office ‘reasonable’ overseas travel expenses rates will be payable as a per diem without the need for acquittal. 7. Additional expenses related to a staff members’ travel overseas for the purpose of course delivery will be reimbursed where established and agreed by the Executive Dean/Director **prior** to departure. 8. The daily payment rate will be paid at the staff member’s discretion either as salary, or to his/her Faculty/Directorate **and is not superannuable**. |