

# TESL/MEE Application Form

and the ACT Government **Application for Leave Form** and **Travel Form**



**ACT**  
Government

**Canberra Health  
Services**

**Instructions:** There are nine sections to this 2-page form. Complete all sections to apply for Teaching Education and Study Leave (TESL) and Medical Education Expenses (MEE). **The ACT Government Application for Leave Form and Travel Form will auto-populate with common fields from this form. Only submit these completed forms if you are prompted to do so in Section Five.**

## Section One Personal Details

First Name	Surname
Mobile	Preferred Email
Home Address	

## Section Two Employment Arrangements

Organisation	Medical Unit	Length of Service				
<i>Please select <b>Classification</b> – Part Time/Full Time – Permanent/Temporary/Contract as appropriate</i>						
<b>If you are part-time</b> specify FTE:		<b>If you are temporary or on contract</b> specify length of contract:				
<b>If you are part-time or have a flexible arrangement</b> indicate the days you work below:						
Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

## Section Three TESL Activity Details

1	Activity Name:					
	Location:	Online	Dates	to		
2	Activity Name:					
	Location:	Online	Dates	to		
3	Activity Name:					
	Location:	Online	Dates	to		

## Section Four Funding Requested

Registration Fee	\$	Accommodation	OR	Per Diem Allowance
Membership Fee	\$	Airfare		
Textbook	\$	Incidentals		
Other (please specify)	\$			<i>for more info about receipts v Per Diem</i>

**!** If you cease employment with the Directorate the head of service may require you to repay a pro rata amount

## Section Five Additional Forms for Completion

<b>Do you require TESL</b> to complete this activity?	<b>No</b> Complete and submit this 2-page <b>TESL/MEE Application Form</b> <b>Yes</b> <b>If Yes – ALSO submit a completed ACT Government Application for Leave Form (see p.3)</b>
<b>Do you require travel and/or accommodation</b> to complete this activity?	<b>No</b> Complete this 2-page <b>TESL/MEE Application Form</b> <b>Yes</b> <b>If Yes – ALSO submit a completed ACT Government Travel Form (see pp.4-5)</b>

## Section Six Mandatory Training Status

My mandatory training is <b>up to date (or will be)</b> at the time the leave for this application will be taken.	No Yes
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## Section Seven Proposed Study Program *Your application for TESL and MEE cannot be considered if this section is not completed*

Day	Day of Week	Date	Activity
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			

**To provide details of conference academic program and related accommodation** insert hyperlink to conference brochure and/or program here:

**! Details of site visits, professional visits and TESL without conference links must be emailed with your completed form**

Include additional comments below

## Section Eight Report Writing Requirement

I understand reports on TESL activities are an essential record of the activity undertaken and I will submit my report on this activity to <a href="mailto:tchppaf@act.gov.au">tchppaf@act.gov.au</a> within 6 months of the completion of the activity (3 months if I take a report writing day when I am overseas)	Yes	No
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*for more info about report writing*

## Section Nine Support of Direct Line Manager *This is required for all applications including those not requiring TESL*

<b>As the applicant's direct line manager</b> , I support this application and agree it will not be completed during working hours	Yes	No
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Name: \_\_\_\_\_

Date: \_\_\_\_\_ eSignature: \_\_\_\_\_ *for how to insert an eSignature*

## For Office Use Only

<b>Status of Approval for Funding/TESL</b>					
Registration Fee	\$	Accommodation	\$	OR	Per Diem Allowance
Membership Fee	\$	Airfare	\$		
Textbook	\$	Incidentals	\$		
Other (please specify)	\$				
<b>Authorising Officer Name:</b>		<b>eSignature:</b>		<b>Date:</b>	

# Application for Leave

## Instructions

1. Use this form for all types of leave except Long Service Leave and Leave Without Pay | 2. This form must be signed by the applicant and the delegate | 3. Guidance - Refer to fact sheet '[Leave Application Forms – Supplementary Information](#)' | 4. Conditions - Refer to relevant [Enterprise Agreement](#) and/or policy/guidelines

### Applicant to Complete

Family name:		Given names:	
Choose Organisation:		Classification:	AGS/Employee Number:
Are you currently salary packaging?	Tel (work):		Tel (on leave):

<b>Leave Type</b> (Refer to fact sheet ' <a href="#">Leave Application Forms – Supplementary Information</a> for guidance on 'Other'.)			
<input type="checkbox"/> Annual	<input type="checkbox"/> Leave Loading	<input type="checkbox"/> Prepayment	
<input type="checkbox"/> Personal	Evidence Attached/Without Evidence		
<input type="checkbox"/> Personal in Extraordinary Unforeseen Circumstances Reason:			
<input type="checkbox"/> Other (specify):		<input type="checkbox"/> Documentation attached	
<input type="checkbox"/> Purchased ( <i>Approval to access the Purchased Leave Scheme is required prior to submitting this application.</i> )			
<input type="checkbox"/> Maternity/Primary Care Giver/Special Maternity/Adoption		<input type="checkbox"/> Certificate/other documentation	
<b>Period and Payment</b> <i>For From: and To: boxes use 00:00 format - 16:00 will convert to 4:00 pm, 4:00 will convert to 4:00 am</i>			
<input type="checkbox"/> Full pay	From: _____ on _____	To: _____ on _____	
	Total days requested: _____	<b>OR</b>	Total hours requested: _____
<input type="checkbox"/> Half pay	From: _____ on _____	To: _____ on _____	
	Total days requested: _____	<b>OR</b>	Total hours requested: _____
<input type="checkbox"/> Without Pay <i>(Personal/Maternity/Primary Care Giver/Parental/Other)</i>	From: _____ am/pm on _____	To: _____ am/pm on _____	

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

### Manager/Supervisor to Complete *Manager/Supervisor is your direct line manager*

<input type="checkbox"/> Supported	<input type="checkbox"/> Not supported, reason: _____
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Name: _____	Position Title: _____	Tel: _____
Signature: _____		Date: _____

### Delegate to Complete *Delegate is your medical unit director*

<input type="checkbox"/> Approved	<input type="checkbox"/> Not approved, reason: _____
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Name: _____	Position Title: _____	Tel: _____
Signature: _____		Date: _____

### Shared Services to Complete

Email to Salary Packaging advising of reduced pay and leave dates <input type="checkbox"/> Yes <input type="checkbox"/> N/A		Salary Adjustment Date: _____
Prepared by: _____	Signature: _____	Date: _____
Checked by: _____	Signature: _____	Date: _____

Send to Shared Services for action via:  
 Email to [HRSharedServices@act.gov.au](mailto:HRSharedServices@act.gov.au) Internal mail to Shared Services, inyu ouse, ox 1 Canberra CT 601

# Travel Form

**Please note:**

All domestic and trans-Tasman flights must be booked using [CTM](#). For international bookings, please complete the ACT Government Booking form on the <http://sharedservices/ACTGovt/Procurement/Buying/Existing-Contracts/Flight-Bookings.htm> For all other travel related information please see [Buying Goods and Services intranet site](#). **Travel Requisition**

**No:**

QBT → ☎ 1300 797 357

**Form to be completed by the traveller and approved by the delegate before any travel or accommodation is booked.**

TRAVELLER'S DETAILS			
Name:		Classification:	
Group:		Unit:	
or phone:	Fax:	Home Phone:	
Home address:		Corporate Frequent Flyer Number: <i>Note: Frequent Flyer points are no longer accumulated. However, a flight will count towards your airline club status progression</i>	

TRAVEL DETAILS							
Reason/s for travel:							
<b>Departure and Arrival Details</b>				<i>Please complete Depart Location, Date and Arrive Location, Date only</i>			
Depart location	Date	Time	Arrive location	Date	Time	Travel class	Airline, flight no.
<b>If travelling by private vehicle:</b>							
Please attach copies of your current driver's licence and comprehensive insurance.							
Make, model and engine capacity of vehicle:							

## ACCOMMODATION DETAILS

### ACCOMMODATION AND TRAVEL STANDARDS

	Domestic		International	
<b>Director-General</b>	4.5 star*	Economy Class under 4 hours, over 4 hours Business Class	4.5 star*	Business Class
<b>Executives</b>	4 star*		4 star*	
<b>Non-Executives</b>	3 star*	Economy Class	3.5 star*	Economy Class

If you intend to seek approval to vary from accommodation standards, please provide your reasons:

**Accommodation details** (to be completed after approval to travel is given)  
Include any private accommodation details

Date in	Date out	Hotel/Motel/Apartment	Accommodation rating	Address	Phone

### Details of any leave or non-official travel which you intend taking directly before or after your official travel

From:	To:	Further information:
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**Payment of out of pocket expenses:**  
Corporate credit card or reimbursement are the preferred methods of payment for meals and incidental expenses. Actual reasonable costs will be reimbursed upon the provision of receipts. All advances must be acquitted.

Advance: \$	BSB No:	Account No:
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<b>Signature of traveller</b>	Date
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### MANAGERS SUPPORT - funds are available and travel is recommended *Manager is your direct line manager*

<b>Signature of supervisor:</b>	Date
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### APPROVAL OF TRAVEL *Delegate is your medical unit director*

<b>Signature of delegate:</b>	Pos No.:	Classification:	Date
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<b>Signature of Director-General/Minister: (for international travel only)</b>	Date
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<b>BOOKING REFERENCE:</b>
<b>TRAVEL COSTS:</b>
<b>COST CODES:</b>

<b>Advance and CabCharges acquitted (finance officer)</b>	
	Advance and CabCharges reconciled
	Signature of finance officer