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| **University of Dundee**  **International Remote Working Request Form** | | | | |
| **Personal Details** | | | | |
| Full Name | Click or tap here to enter text. | | | |
| Staff ID | Click or tap here to enter text. | | | |
| Job Title | Click or tap here to enter text. | | | |
| School/Directorate | Click or tap here to enter text. | | | |
| Line Manager’s Name | Click or tap here to enter text. | | | |
| **Request Details** | | | | |
| Destination (country travelling to) | | | | Click or tap here to enter text. |
| Date planning to leave the UK | | | | Click or tap to enter a date. |
| No. of days working in destination country this trip | | | | Click or tap here to enter text. |
| Number of days unpaid leave/annual leave this trip | | | | Click or tap here to enter text. |
| Date of return (to the UK) | | | | Click or tap to enter a date. |
| No. of days spent working in destination country in the past 12 months | | | | Click or tap here to enter text. |
| **Immigration Status** | | | | |
| Are you a national of the country you wish to travel to? | | | Choose an item. | |
| Please attach a valid work authorisation issue by the appropriate authority of the destination country | | |  | |
| *Please note that if you do not have a valid right to work in the destination country your request will be declined.* | | | | |
| **Business Case** | | | | |
| Please indicate the purpose of your travel | | | Click or tap here to enter text. | |
| Provide a short description of the intended work activities you plan to undertake whilst overseas | | | Click or tap here to enter text. | |
| Upload any approval from your line manager supporting your request (e.g. an email) | | |  | |
| **Approval** | | | | |
| Employee Name:Click or tap here to enter text. | | Approver Name:Click or tap here to enter text. | | |
| Signature: | | Signature: | | |
| Date: Click or tap to enter a date. | | Date: Click or tap to enter a date. | | |
| *Exceptions: If you think the request should be looked at as an exception to the policy (e.g. outside of the agreed principles) this form should be completed and referred to Suzanne Esplin HR Manager (Reward, Recognition & Performance) with details of the mitigating circumstances.* | | | | |