Academic Obligations Approval

Given by:
The academic's supervisor or manager

Purpose of this approval:
Many different academic and research staff have obligations during certain times of the year. These obligations vary, some examples are:
Lecturing, tutoring, documenting experiments etc

If a trip is going to prevent the academic/researcher from fulfilling their obligations, they need to make arrangements to the satisfaction of their research supervisor/manager.

What does the approver need to know to perform the approval?

- Who is the traveller?
- When are they planning to go?
- What’s the purpose of the trip?
- What are the obligations that need to be covered, and what arrangements have been made?