

## SPECIAL STUDIES PROGRAM (SSP) APPLICATION FORM

## PLEASE COMPLETE AND FORWARD TO:

Faculty's Special Studies Program Committee.

RECOMMENDATION BY FACULTY SSP COMMITTEE					
Recommendation that the application be approved:  YES NO					
SSP leave period from to					
Financial support (if applicable)					
In recommending financial support, consider approximation of all-inclusive travel costings for the applicant only ( <i>refer to the Faculty/School Travel arranger or the University's <u>Travel and Entertainment site</u>).  Maximum payable amount for taxable SSP Living Allowance is 14.4% of daily salary for a Senior Lecturer, Step 6 (Level C, Step 6 annual rate / 365 x 14.4%) per day spent outside of South Australia.</i>					
Recommended total provisional SSP Living Allowance:					
SSP days outside South Australia x \$daily amount = \$					
Recommended total provisional Air-fare Allowance:					
Other remarks:					
RECOMMENDATION (SIGNATURE REQUIRED)					
Convener, Faculty SSP Committee  Ensure applicant has been advised of the outcome of their application, including any variations to the conditions requested on their application and / or funding offered.					
Retain the approved Application form, to be attached to the Commencement form 6 weeks before the start of SSP.					
Name (please print)					
Signature:					
Date:					
AUTHORISATION					
Executive Dean					
Name (please print)					
Signature:					
Date:					

Workforce Management Handbook	Special Studies Program (SSP) - Committee Recommendation Template	Effective Date:	March 2021	Version 1.2
Authorised by	Chief Operating Officer and Vice-President (Services and Resources)	Review Date:	March 2022	Page 1 of 1
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