

WHO SIGNS WHAT

Business travel abroad insurance	➔	To respective Head of Department (unless form from HoD, then to HoS)
Overseas travel risk assessment	➔	Signed by respective HoD/supervisor then to School Administrator
Credit card authorisation	➔	Head of School
Expenses — seminar speakers/external	➔	Include correct sub-project code then send to Payments Management
Faculty leave of absence forms	➔	Respective Head of Department
HR matters, eg new posts, extensions, relocation	➔	Head of School
Open Days/ Student work	➔	School Administrator
Outreach	➔	Head of Outreach
Research projects	➔	Head of School
Research award acceptance	➔	Head of School
Research student- ship offer letters	➔	Head of School