**Staff Knowledge Exchange**

**Letter of support – Sending institution**

Name of applicant

Position

Department

Name of University

I am writing to confirm my support of **<Insert name of applicant**> to undertake the INU’s Staff Knowledge Exchange program at **<Insert name of host institution**> as per the guidelines outlined on the [INU Staff Knowledge Exchange website.](https://www.inunis.net/staff/inu-staff-shadowing/)

In supporting this application, I understand that as the ‘Sending institution’, my University will be responsible for paying for:

* Travel costs (airfare /train travel etc) for the travelling member of staff, as well as any associated costs such as visa applications, travel insurance etc.
* Covering subsistence during the visit (meals, refreshments, local travel costs) according to their own institutional expenses policy.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of line manager / budget holder

Name

Position / Department

Name of University

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of INU Council member at sending institution

Name

Position / Department

Name of University