

Domestic Travel Scheme Guidelines

1. Purpose

The College of Medicine and Public Health (the College) offers a range of travel and conference schemes that provide some financial assistance for travel, conferences and workshops. These schemes are offered to Academic and Professional staff.

Domestic Travel Scheme

The Domestic Travel Scheme (DTS) is offered to provide assistance to members of staff to access funding to support attendance at national conferences, workshops and other domestic activities.

2. Participant Eligibility

2.1 Eligible Staff

To be eligible to apply for funding through DTS, the applicant must:

- Have been employed by the College for a minimum of one (1) year
- Maintain a minimum appointment fraction of 0.4FTE
- Be in an ongoing role or have a contract which extends beyond the date of the conference or activity.

Successful applicants may only reapply every two (2) years. Unsuccessful applicants may apply in the following intake.

2.2 Ineligible Staff

The following staff are not eligible to apply for DTS funding:

- Academic Status Holders
- Casual staff.

3. Eligible Activities

3.1 Eligible Activities

The following activities are eligible for financial support under the DTS:

- Domestic conferences
- National training and skill-building activities and workshops

4. Funding

4.1 Level of Funding

The DTS is a competitive process. Each year a maximum budget allocation will be determined and available across two intakes.

An applicant may be awarded *up to* \$1,000 through the DTS per application. The final amount awarded is at the discretion of the Resource Committee under consideration of the application.

There is an expectation of a co-contribution from the applicant either financial or in-kind.

4.2 Eligible Expenses

The following expenses are eligible for funding through the DTS:

- Conference registration and ticket fees
- Flights
- Accommodation for the period of the conference or activity.

4.3 Ineligible Expenses

The following expenses are not supported through DTS:

- Conference dinner or other meals
- Per diem expenses
- Salaries or consulting fees
- Teaching or marking relief
- Items that are available through other channels or that duplicate basic services already provided by the University, including stationery
- Equipment
- Clothing or other personal items
- Luggage allowance, additional travel expenses, visas, international roaming charges, airline memberships, and passports
- Tipping.

4.4 Payment mechanism

The successful applicant will be reimbursed the awarded funds to the identified account.

5. Applications

5.1 Application Format and Submission

Applications for DTS funding must be made using the DTS online application form. All parts of the application form must be completed, and all supporting documentation supplied at the point of application.

Two application intakes will be held annually. Late applications will not be accepted. Applications may be submitted in advance of a paper/presentation being accepted, and provisional approval awarded. Final allocation of funding is subject to the paper or presentation being accepted.

5.2 Application requirements

The following requirements must be met as part of the application:

- The period of absence from the University must not exceed 14 calendar days.
- Applications must be submitted prior to the conference date. Retrospective applications will not be considered.
- A Nu-Trip request must be submitted and approved prior to submission of funding application. The applicant must select 'Personal contribution' or 'Research Grant Funded (Tied)' under the budget details and add a note to the additional budget information at the request is in preparation for the travel scheme funding. Copy of the Nu-Trip application is to be included in the online form.
- Cannot be used in conjunction with the Outside Studies Program.
- Applicants may only be awarded one DTS grant in a two-year period.

6. Assessment Procedure

6.1 Application Assessments

Applications for DTS will be assessed by the Resource Committee using the following criteria:

- the degree to which the workshop/conference will enhance skills and knowledge leading to demonstrable contribution to the work and productivity of the University;
- the applicant's contribution to the conference
- benefit to the individual's work area;
- benefit to the individual;
- level of support from supervisor and/or cost centre;
- level of support received by the applicant in the current calendar year;
- the University's Equal Opportunity Policies;
- availability of funds.

Preference may be given to applicants who have not received any other University funding.

All decisions are made at the discretion of the Resource Committee and are considered final.

7. Successful Applicant Responsibilities

7.1 Applicant Responsibilities

Staff awarded funding through the DTS must:

- Book travel using the appropriate Flinders University systems and in accordance with internal policies and procedures
- Ensure that all expenditure is consistent with the application budget and all financial claims are submitted within two (2) months of the identified activities.
- Submit a travel report using the provided template within one (1) month of the activity being completed.

8. Other Schemes and Grants

In addition to the DTS, there are a range of other grants which can be accessed to support conference attendance and professional development.

Please see the CMPH Funding page for more information on the above support, including guidelines and application deadlines: <https://staff.flinders.edu.au/colleges-and-services/cmph/funding>

9. Supporting Policies and Procedures

These guidelines are to be read in conjunction with the following policies, procedures, and other information. The applicant has the responsibility to adhere to the requirements prescribed within policies and procedures.

[Enterprise Agreement 2023-26](#)
[Travel Policy](#)