AAPP Travel and Conference attendance approval process

This document provides an overview on conference attendance/travel processes relating to AAPP activities and should be read in conjunction with the University of Tasmania's travel policy and travel procedure documents and the IMAS intranet.

Travel/conference funding has been allocated in the AAPP budget for its staff, HDR candidates, and visitors for the life of the projects. Only AAPP cash-funded staff and AAPP HDR candidates who receive an AAPP scholarship and/or top-up can request funding for travel/conference attendance*. All AAPP staff (cash-funded and in-kind) can request visiting scientists' travel funding. *This includes online attendance.*

FUNDING AND FREQUENCY

The 'travel' budget is managed centrally within the AAPP program and co-funding is highly encouraged. All travel will be tracked against each theme. The applications will be assessed on a case-by-case basis. As a general principle AAPP cash-funded staff may attend up to two major conferences (international or domestic) in a three-year period; however this is strongly dependent on the availability of funding. All staff should actively seek external funding to supplement the costs of travel.

APPROVAL

STAFF

Prior to booking travel or conference registration, a request form must be completed. Once completed, the form should be forwarded to the AAPP Business Manager. The document is then reviewed and approved or declined by the AAPP Program Leader.

HDR CANDIDATES

Prior to booking travel or conference registration, a request form must be completed. The document should then be sent to your primary supervisor for their endorsement. The endorsement and the completed form should then be forwarded to the AAPP Business Manager. The document is then reviewed and approved or declined by the AAPP Program Leader.

VISITING SCIENTISTS

A request form must be completed including benefit(s) to the AAPP science program and a budget breakdown, which should be sent to the AAPP Business Manager. This application is then reviewed and approved or declined by the AAPP Program Leader.

POST-APPROVAL

After you have received approval, you can commence booking your travel/register for the conference. More information and cheat sheets can be found here.

All expenditure must comply with UTAS policy. Please note that alcohol is an ineligible expense and must be split from any food bills and covered personally.

Conference registration can be booked and paid for by contacting the AAPP Office using a UTAS Credit Card.

Approved by	Program Leader, AAPP
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