



AAPP Travel and Conference attendance process

This document provides an overview on conference attendance/travel processes relating to AAPP activities and should be read in conjunction with the [UTAS Travel Procedure](#) and the travel information on the [IMAS intranet](#).

TRAVEL FUNDING

Travel/conference funding has been allocated in the AAPP budget for its staff, HDR candidates, and visitors for the life of the projects.

FOR CASH-FUNDED AAPP STAFF AND STUDENTS

Generally, AAPP will allocate up to \$8,000 in a three-year period for AAPP cash-funded staff and HDR students who receive an AAPP scholarship and/or top-up to attend international or domestic conferences. Some considerations below:

- Applications will be assessed on a case-by-case basis
- All travel expenditure will be tracked for each individual
- Applications with co-funding will generally be more favourably considered
- Expectation is for applicants to deliver an oral presentation rather than a poster at international conferences
- Applicants may consider attending an international conference later in their project (e.g. year 3) to showcase their achievements and maximise networking for future opportunities

FOR AAPP AFFILIATED STUDENTS

AAPP will allocate a total of \$5,000 per year towards a conference/travel grant fund for AAPP affiliated HDR students. A call for expressions of interest will be included in the August AAPP Update, with outcomes expected in October. AAPP will contribute up to \$1,000 per successful application.

FOR VISITING SCIENTISTS

AAPP will allocate travel funding for a small number of visiting scientists each year. Preference will be given to visits of a longer duration, that are co-funded and bring direct benefits to the AAPP science program.

APPROVAL STAFF

Prior to booking travel or conference registration, AAPP staff must complete and submit the [AAPP Travel/Conference Attendance Request form](#) in the AAPP Portal. Once submitted, the form will be automatically forwarded to the AAPP Business Manager and then reviewed (and approved or declined) by the AAPP Program Leader.

HDR CANDIDATES

Prior to booking travel or conference registration HDRs should seek the endorsement of their Primary Supervisor then complete and submit the [AAPP Travel/Conference Attendance Request form](#) in the AAPP Portal. Once submitted, the form will be automatically forwarded to

the AAPP Business Manager and then reviewed (and approved or declined) by the AAPP Program Leader.

VISITING SCIENTISTS

All AAPP staff (cash-funded and in-kind) can request visiting scientists' travel funding. Please complete and submit the [AAPP Travel/Conference Attendance Request form](#) including benefit(s) to the AAPP science program and a budget breakdown. Requests are then reviewed (and approved or declined) by the AAPP Program Leader.

POST-APPROVAL

After approval has been granted, staff and students can refer to the [Travel Services](#) intranet page and commence booking travel/registering for the conference.

Conference registration can be booked and paid for by using a UTAS credit card. Please contact the AAPP Office to arrange payment.

All expenditure must comply with the [UTAS Procurement Policy](#).

EXPENSE REIMBURSEMENT

STAFF

A reimbursement can be submitted via the University's expense management system, ExpenseMe Pro. This can be completed via the desktop application or by using the available mobile app. The mobile app can be downloaded from your relevant app store and allows staff to easily capture images of receipts and submit expense reimbursements whilst on the move. User Guides are available to step you through how to download the app and make a claim, these can be found on the Finance [Forms, Guidelines and Training](#) intranet page.

Expense Claims will be reviewed and approved in [ExpenseMe Pro](#) prior to being directed to People and Wellbeing on a fortnightly basis for inclusion in the following payroll. Under normal processing, any payments approved one week before the UTAS pay date should be picked up in the current fortnight's payments.

HDR CANDIDATES

A reimbursement can be submitted via the [Expense Reimbursement – Non Staff](#) form in the Help Hub. Requests for reimbursement must be submitted and approved by close of business Tuesday to be included in the payment run every Friday.

Note: HDR Candidates who are also UTAS casual employees should submit their request for reimbursement via [ExpenseMe Pro](#).

HDR's requiring a student travel bursary (which acts as a travel advance) should contact the AAPP Business Manager. Student bursaries need to be acquitted on return from travel to meet AAPP's reporting requirements.

SUPPORTING DOCUMENTATION

For purchases within Australia a tax invoice/receipt showing GST must be submitted. For expenses incurred overseas a receipt showing proof of payment must be submitted.

Please note that alcohol is an ineligible expense in AAPP and must be split from any food bills and covered personally.

EXTERNALLY FUNDED TRAVEL

If your travel is funded by an external institution (or other third party) please complete and submit the [AAPP Travel/Conference Attendance Request form](#) in the AAPP Portal and note the AAPP contribution as \$0. This allows the AAPP Office to provide guidance on travel matters such as travel approval and insurance.

OTHER IMPORTANT INFORMATION

- All travel paid for by the University (including airfares, accommodation, car hire, and major rail and boat fares) is to be booked through CTM Travel.
- If Airbnb style accommodation is required (e.g. hotel is not suitable due to location or length of stay) staff and students can, in consultation with the AAPP Business Manager, book directly with the host using a University credit card. Note the [UTAS Travel Procedure](#) specifies accommodation must not be booked directly with any aggregator type websites or online marketplaces, e.g. Stayz, Booking.com, or Trivago.
- It is important Staff and students wishing to combine business and personal travel review the information on dual purpose travel in the [UTAS Travel Procedure](#).
- If travel involves field work or a lab visit, the trip will need to be registered in Field Friendly (Field Friendly is the software system used by IMAS for all areas of risk management). Please discuss with your Supervisor or the AAPP Business Manager for more information.

Approved by	Program Leader, AAPP
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