CSE Research Travel Policy – August 2016

This policy demonstrates the importance of high quality conference publications and attendance at these conferences is widely recognised in the computing sciences. As a result, CSE devotes a significant portion of the School’s yearly basic Operating budget to funding travel and assisting with research relative requirements in order to enhance research and attend high quality conferences.

It is very important to understand that the CSE research travel budget allocation is a combination of SPF02 Funds and your balance from your travel allocation for the calendar year. The amount is fixed at the start of each year and that the School seeks to maximise the use of this budget by funding as many conference presentations as possible. Therefore, it is expected that travelers incur modest costs as much as possible with reasonable comfort.

The CSE Research Travel Policy also recognises the importance of high quality journal publications to the School, Faculty and University as well as an individual's career. The scheme described in this policy is intended to increase publications in high quality journals and the highest quality conferences. In particular, it seeks to encourage conversion of conference publications to journal publications. It is a refinement of prior schemes. The revised Scheme is effective from 1st August 2016.

To Whom Does this Policy Apply
This policy applies to the following members of CSE:
  Academic staff; and,
  Higher Degree Research students (PhD and Masters by Research).
Research-only staff where their funding does not include a travel allocation may put a case to the Head of School for school-funded travel provided it is supported by their supervisor.

Acceptable Items Supported by School Research Travel Funding
CSE will only cover the following items during approved conference travel:
  Airfare - Direct return travel to conference;
  Accommodation - Conference dates with 1 night either side; and,
  Registration - For 1 person per conference
  Meals - 3 receipts per day reflecting breakfast, lunch and dinner provided that these are not included elsewhere by the conference or hotel; No shared receipts.
  Direct transport to and from airports and,
  All other incidental travel expenses and meals will not be reimbursed or funded.

Note: Payment of society membership fees for research students will only be considered when it significantly reduces registration costs.

Basic School Research Travel Funding
  Academic Staff: $3,000 travel allocation PLUS SPF02 Distribution (once per annum).
  Postdocs/Research Staff: Funds to be provided from supporting grant(s).
  Higher Degree Research Students:
    o PhD: $6,000 over the term of study, must apply for PRSS funding; and
    o Masters by Research: $3,000 over the term of study
This allocation can be used for travel costs to ERA Level A and B conferences. Workshops, Tutorials, Short Papers, Poster Presentations, Level C and unranked conferences will not be supported unless there are exceptional reasons which need to be explained when applying for travel funding and must be supported by the traveler’s supervisor.
**Expiry of Funds**
Basic School Research Travel Funding expires at the end of each calendar year (academics only).

**Personal Travel Whilst Attending a Conference**

**Funding of Airfare**
CSE will only fund travel costs as outlined above. If a person wishes to incorporate personal travel for more than one night either side of the conference dates, then it will be treated as personal travel and at their own cost. When incorporating a personal stopover prior to or after a conference, FIPRAS will require two quotes; 1st demonstrating direct conference travel and, 2nd proposed travel displaying personal travel sector. The traveller will be required to contribute or to pay the difference. Departure dates that deviate more than one night either side of the conference attendance date, and choice of aircraft carriers, will also impact the cost and will be taken into consideration as a personal cost.

**Fringe Benefit Tax: (FBT @ 107%). Applicable to Staff Only**
Note: For trips of more than 6 nights away a travel diary must be completed. If the personal component exceeds more than 40% of the nights away, FBT will be charged at 107% multiplied by your total expenses and charged to your travel allocation. Example spend $100 + FBT $107 = $207 total.

**Travel Insurance—Am I Covered if Incorporating Personal Leave?**

**Staff**
If the personal leave exceeds more than 60% of the entire trip, then private travel insurance is required and to be funded by the traveler.

**Students**
Provided that any associated personal travel is less than the actual period of UNSW business travel and not longer than 4 months in total, students will be covered by UNSW travel insurance. Associated leisure travel can occur before, during and after the UNSW business segment of the trip but must not exceed 4 months in total.

UNSW Travel Insurance Policy (link webpage)