



# ACEAS

Australian Centre for Excellence in Antarctic Science

A Special Research Initiative of the Australian Research Council

ARC Centre for Excellence in Antarctic Science (ACEAS)			
<b>Policy and Procedure:</b>	Funding of Domestic and Overseas travel for UTAS ACEAS Staff and Students		
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<b>Author:</b>	Matt King	<b>Approved:</b>	

## Overview

The Australian Research Council (ARC) Australian Centre for Excellence in Antarctic Science (ACEAS) is a national-scale, University-led, international centre focused on the following goal:

*To help the world community prepare for climate risks emerging from East Antarctica and the Southern Ocean by integrating knowledge of the ocean, atmosphere, cryosphere and ecosystems, and their interplay.*

ACEAS encourages staff and students to participate in meetings and conferences both domestically and internationally to develop collaborations within the program and promote ACEAS research.

## Who can apply for travel funding

All ACEAS Research Associates and PhD Students are eligible to access travel funding under the grant. Funds are limited and managed by the local ACEAS nodes.

Co-funding should be sought where possible to strengthen the application.

## How to apply

To apply for travel funding you will need to:

- Complete the 'ACEAS Travel Justification' form. Accessible on the Staff Portal via the ACEAS Website <https://antarctic.org.au/>
- Send the completed form to your line manager for endorsement
- Send both the form and line manager endorsement to UTAS Project Office [ACEAS.Project.Office@utas.edu.au](mailto:ACEAS.Project.Office@utas.edu.au)
- The document will then be reviewed by the UTAS Node Leader and approved/declined.
- Once approved, permission and instructions on how to book will be provided by UTAS ACEAS Project Officer.

## What costs can be covered

The following are expenses eligible under ACEAS travel funding:

- Airfares (economy)
- Transfers (ground transport)
- Accommodation
- Incidentals (Food etc.)
- Conference/workshop registration

**\*Please note alcohol is an ineligible expense and must be split from any food bills and covered personally**

All expenditure must also comply with UTAS Policy. More information [here](#)

## How bookings made and paid for?

### International Travel:

1. Once you have completed the ACEAS travel applications and received approval from ACEAS, Please fill in the UTAS [International Travel Request](#). This request will then be sent to CTM.
2. CTM will then contact you, via calendar invitation to discuss your travel needs

Please note: Prices for planning flights can be obtained using Webjet or Skyscanner. Please attach any preferred flights as a screenshot for the travel agency. If the prices that CTM quote are much higher, please let the ACEAS Office know.

### Domestic Travel:

1. Fill in the ACEAS travel application available here on the [ACEAS Staff Portal](#). Send to Jane, once you have approval from your line manager for approval by the UTAS node leader Zanna Chase
2. Bookings can be made using the [CTM portal](#) available on the UTAS intranet.

For the full UTAS travel procedure and policy page please visit the [Travel Services](#) page

Travel must not be booked outside CTM unless authorised by the UTAS Travel/Procurement team.

All bookings made through CTM are charge to the University credit card.

Conference registration can be booked and paid for by contacting Jenna Patterson using the local ACEAS Credit Card.

All incidental costs can be reimbursed to the traveler upon return via ProMaster. Details on how to process a claim are here <https://universitytasmania.sharepoint.com/sites/imas/SitePages/Expense-Reimbursements.aspx>

If you require project codes for expense claims and bookings please get in touch with ACEAS Project Officer.

The University's travel insurance summary contains information about COVID-19.

ACEAS is unable to cover any additional expenses incurred due to the travelers contracting to COVID-19.

## Travel Insurance and COVID-19