



# 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		
<b>Date Written:</b>	14 April 2022	<b>Latest Revision:</b>	
<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 Officer Jenna Patterson
- 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 Jenna Patterson.

## 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 <https://bit.ly/3yH5fg3>

### **How expenses are paid for/reimbursed**

All travel bookings (airfares and accommodation) will need to be made via the Corporate Travel Management (CTM) smart travel portal. All international travel requires prior approval and checklists to be completed prior to booking due to the risk of Covid-19. These checklists can be accessed here <https://universitytasmania.sharepoint.com/sites/financial-services/SitePages/Travel.aspx>. Once the checklists are approved, CTM will contact the applicant to proceed with the travel bookings.

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 contact Jenna Patterson.