



# 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>Guidelines</b>	Funding of Domestic and Overseas travel for ACEAS Staff and Students		
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## 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

The application process will vary across each node according to the University/Institutional processes and requirements. Please contact your local Node Leader, CI or Project Officer for details on how to apply.

A travel justification template is available on the ACEAS Staff portal (via the website) to assist with the planning process.

## Node Leaders:

- Zanna Chase (UTAS)
- Matt England (UNSW)
- Michael Elwood (ANU)

## CIs

- Alan Aitken (University of Western Australia)
- Kate Selway (University of South Australia)

- Bishakh Gayen (University of Melbourne)
- David Antoine (Curtin University)
- Duanne White (University of Canberra)

**Project Officers:**

- Jenna Patterson (UTAS)
- Pratiksha Bhatt (UNSW)
- Carmen Tucker (ANU)

**What costs can be covered**

The following are expenses eligible under ACEAS travel funding:

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

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

**How expenses are covered**

The process for paying for travel expenses will vary across the ACEAS Nodes. Please ask the project officer at your university for the local process with regards to booking and reimbursement of funds.

**Travel Insurance and COVID-19**

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

Please check with you local Institution/University regarding travel insurance policies and COVID-19 related claims prior to submitting your travel application.