

Course Travel Fund Guidelines

1. Purpose

The college appreciates that some travel may be required in order to maintain teaching standards across our rural and remote locations. A limited travel budget is provided by the college each year, under the banner of the Course Travel Fund (CTF), to support these educational endeavours.

2. Participant Eligibility

2.1 Eligible Staff

To be eligible to apply for funding through CTF, the applicant must:

- Have been employed by the College for a minimum of one (1) year
- Be in an ongoing role or have a contract which extends beyond the date of the teaching activity (exceptions can be made for casual staff who have specific expertise in a required field)
- Be an Academic or Professional staff member directly involved with educational delivery of a course / topic / program.

2.2 Ineligible Staff

The following staff are not eligible to apply for CTF funding:

- Academic Status Holders.

3. Eligible Activities

3.1 Eligible Activities

The following activities are eligible for financial support under the CTF:

- Presentation of classes and workshops
- Supervision of field trips or mandatory course activities
- Attendance at mandatory teaching meetings or planning days (where no online option is available).

4. Funding

4.1 Level of Funding

There is no cap on the funding that can be requested, but funding will only be awarded to cover eligible expenses specifically related to the provision of educational activities.

4.2 Eligible Expenses

The following expenses are eligible for funding through the CTF:

- Flights (economy)
- Accommodation
- Taxi / transfers
- Car Hire

4.3 Ineligible Expenses

The following expenses are not supported through CTF:

- Private dinners or other meals
- Per diem expenses
- Salaries or consulting fees
- Teaching or marking relief
- Items that are available through other channels or that duplicate basic services already provided by the University, including stationery
- Equipment
- Clothing or other personal items
- Luggage allowance, additional travel expenses, visas, international roaming charges, airline memberships, and passports
- Tipping.

4.4 Payment mechanism

The successful applicant can, with permission from the Deans of Education and People & Resources, organise the travel arrangements against the relevant Course account.

5. Applications

5.1 Application Format and Submission

Applications for CTF funding must be made using the CTF online application form. All parts of the application form must be completed, and all supporting documentation supplied at the point of application.

5.2 Application requirements

The following requirements must be met as part of the application:

- Applications must be submitted six (6) weeks prior to the travel being undertaken. Retrospective applications will not be considered.
- Applicants must have the support of the relevant Course Coordinator and Teaching Program Director.

6. Assessment Procedure

6.1 Application Assessments

All decisions are made at the discretion of the Dean (Education) and Dean (People and Resources) according to college budgets and educational objectives.

7. Successful Applicant Responsibilities

7.1 Applicant Responsibilities

Staff awarded funding through the CTF must:

- Book travel using the appropriate Flinders University systems and in accordance with internal policies and procedures
- Ensure that all expenditure is consistent with the application budget and any financial claims related to the travel are finalised within two (2) months of the identified activity.

8. Supporting Policies and Procedures

These guidelines are to be read in conjunction with the following policies, procedures, and other information. The applicant has the responsibility to adhere to the requirements prescribed within policies and procedures.

[Travel Policy](#)