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| New Image | **APPLICATION FOR SUPPORT FROM THE OVERSEAS CONFERENCE FUND****(HR/OCL)**effective 09/17 |

This application should be completed in accordance with College / Portfolio requirements as well as the University’s Overseas Conference Scheme Rules (refer: [www.flinders.edu.au/ppmanual/staff/leave/overseas-conference.cfm](http://www.flinders.edu.au/ppmanual/staff/leave/overseas-conference.cfm)). Additional information may be attached if necessary. To complete the form electronically, simply tab from cell to cell.

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| **SECTION A : TO BE COMPLETED BY APPLICANT** |
| **Name:** |       | **Payroll No:** |       |
| **Discipline/Division:** |       |
| **College/Portfolio:** |       |
| **Conference Title:** |       |
| **Conference Location:** |       |
| **State why you consider the conference to be of international standing:**      |
| **Details of applicant’s contribution to the conference:** *(Attach relevant documents such as notice of announcement of conference, letter of invitation to make a contribution, and acknowledgement of acceptance of a contribution to the programme. If you have offered a paper or poster session contribution but have not yet had confirmation of acceptance, please attach correspondence. Financial support may be approved subject to late evidence of acceptance of a contribution.)*      |
| **Conference dates:** | **From:** |       | **To:** |       |
| **Total period of absence from University:\*** | **From:** |       | **To:** |       |
| *\*The period of absence to attend the conference, and any adjoining period of additional absence, is to be arranged with the Dean (People & Resources) / Head of Division in accordance with the University's* [*Academic Staff Absences*](http://www.flinders.edu.au/ppmanual/staff/hours/acadabsences.cfm) *policy.* |
| **Financial Matters:** |
| Travel expenses which will be **necessarily** incurred in attending the conference: | $       |
| Financial assistance from conference organisers/other external source(s) received or expected: | $       |
| Will the expenses be covered personally or paid for using a University or consulting account?       |
| The costs of the conference will be:  | **[ ]**  | covered personally | **[ ]**  | paid using a University/consulting a/c |
|  |       |
| *Signature of Applicant* | *Date* |

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| **SECTION B : TO BE COMPLETED BY DEAN (PEOPLE & RESOURCES) / HEAD OF DIVISION** |
| I certify that the proposed absence, which I have approved, is consistent with:* the purpose of the Overseas Conference Scheme, and
* the maintenance of the teaching, examining and administrative responsibilities of the College/Division
 |
|  |       |       |
| *Signature of Dean (P&R) / Division Head* | *Name* | *Date* |

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| **SECTION C : TO BE COMPLETED BY COLLEGE / PORTFOLIO HEAD (OR AUTHORISED DELEGATE)** |
| **FINANCIAL SUPPORT:** | **[ ]**  | **APPROVED** | **[ ]**  | **NOT APPROVED** |
| **Comments/Conditions:**      |
|  |       |       |
| *Signature of College / Portfolio Head* | *Name* | *Date* |