

Overseas Conference Scheme

GUIDELINES

(Including Overseas Conference Leave (OCL))

Last updated January 2024



Overseas Conference Scheme – Including Overseas Conference Leave (OCL)

The College of Nursing and Health Sciences (CNHS) acknowledges the importance of all academic staff participating in regular professional development which provides an opportunity for extending knowledge and skills of relevance to their university employment. It is an expectation that the knowledge gained through funded opportunities is shared via various means (e.g., seminars, workshops, newsletter contributions) such that the broader College can also gain benefit from the investment.

In addition to in-house professional development, there are various means by which academic staff can be supported financially to participate in professional development, including:

- Overseas Conference Scheme – guidelines below
- College of Nursing and Health Sciences Professional Development Funding Scheme (“Local and International”) – *see separate guidelines*
- Outside Studies Program – *see separate guidelines*

Before considering an application to other professional development funds, staff should review the full range of in-house professional development activities offered by the University.

iEnrol Professional Development [Calendar](#)

CNHS Staff Professional Development [Opportunities](#)

Overseas (including New Zealand) Conference Scheme – including Overseas Conference Leave (OCL)

The purpose of this scheme is to assist members of academic staff who are invited to make substantial contributions to overseas conferences of significant importance. All members of the University's academic staff appointed for **one year or more with an appointment fraction of 0.4FTE and above are eligible** to apply for financial support in the form of a contribution towards travel expenses.

Financial support

- The maximum CNHS-funded amount for OCL is \$3,000 (for Full Time Employment and is pro-rated for fractional appointments at 0.4FTE and above).
- The College will only fund an academic staff member for one professional development activity every two calendar years from any of the College Professional Development Schemes.
- Funding adjustments may be required where financial assistance is offered from external sources.
- Funding will not exceed quotes provided as part of any application.
- Evidence must be provided to confirm that the conference is reputable.
- The amount of financial support granted will be forwarded to you via the payroll system as this is classed as an "Allowance" and reported on your annual Income Statement.
- Financial support will only be supported if travel is booked through Flinders University preferred supplier, Phil Hoffman travel (as per the [University Travel Policy](#)) and accommodation expenses to based around the [ATO reasonable rates](#).

Important note: Payroll Services process payment closer to the travel date (usually 1 month prior) if you require payment sooner than the standard timeframe please contact payroll directly on payroll@flinders.edu.au to discuss earlier payment options.

Applications

- There will be two rounds each year for applications to be submitted to Dean People & Resources (February and July) for this scheme. An email to all academic staff will be sent at these times.
- A limited number of applications will be funded each year, and all requests for funding support will be considered on a merit basis.
- Applications **must** be submitted on the current [CNHS OSC Application Form](#) and the [Application for support from the overseas conference fund](#) (P&C/OCL) form.

Applications **must include:**

- Details of the conference including:
 - Confirmation from conference organiser regarding contribution,
 - Financial estimates/quotes in support of planned expenditure.
 - Copy of Invoice / quote from Phil Hoffman travel
 - A PDF copy of your **endorsed** teaching scholarship or research plan, applications will not be considered if this is not included.
 - A PDF copy of your Nutrip application as part of your supporting evidence (**noting Nutrip travel approval does not constitute CNHS Academic Professional Development Funding Scheme approval**).
 - A copy of any other expenses listed in your application e.g. Accommodation costs (accommodation costs must follow the [ATO reasonable rates](#))
 - Endorsement by your supervisor prior to submission. They must be satisfied that the OCL is of value to your academic pursuits and is a genuine scholarly conference.
- Applications will be called for by the Dean People & Resources (February and July) with closing date specified on callout. Please submit completed package to cnhs.deanpr@flinders.edu.au.
 - The College endeavors to communicate the outcome within 2 weeks of the application closing date.

Note: Please provide PDF version of supporting documents including costings rather than links to a conference as oftentimes these are not viewable publicly.

FINANCIAL ASSISTANCE

Briefly summarise how the OCS funding support was utilised and attach photocopies of all relevant documentation in support of travel.

If the amount received from other sources exceeds the cost necessarily incurred by a staff member in attending the conference, the staff member will be required to refund part of the total grant allocated by the Overseas Conference Scheme.

Travel Diary requirements

Employees undertaking University travel must maintain a travel diary:

- For all overseas travel regardless of the duration.
- Where the employee is away for travel inside Australia for more than 5 consecutive nights.
- For all travel within Australia when there is combined business and private travel.
- Staff must comply with the [Combining Business and Private Travel Policy and Procedures](#) to ensure that no fringe benefit tax (FBT) liability arises when a private component is added to travel on University business.

- The diary will be checked by Finance for correct account numbers, completeness and any private travel component that exceeds the University threshold.

For more information on how to complete the travel diary please visit:
<https://nutrip.helpscoutdocs.com/article/174-travel-diaries>.

Reporting requirements

Overseas Conferences with financial support from the Overseas Conference Scheme. Completed reports should be emailed to cnhs.deanpr@flinders.edu.au within **4 weeks** of returning from travel, and include:

1. NAME AND POSITION

Details of your appointment at the University (i.e. Name, Classification, Academic Organisational Unit)

2. CONFERENCES ATTENDED

Give details of the conference(s) attended and of your participation in the proceedings (e.g. the title of any papers or poster sessions you presented, the topic of sessions you were invited to chair etc.)

3. OTHER ACTIVITIES UNDERTAKEN

Describe briefly any other academic activities undertaken during the period granted for attendance at the conference (e.g. visits to laboratories, library holdings or other institutions)