

APPLICATION FOR SUPPORT FROM THE OVERSEAS CONFERENCE FUND (P&C/OCL)

effective 05/2020

This application should be completed in accordance with College / Portfolio requirements as well as the University's Overseas Conference Scheme Policy (refer: 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. Once the form has been approved, the form is to be submitted to People & Culture for processing via Service One.

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: <i>(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.)</i>			
Conference dates:	From:		To:
Total period of absence from University:*	From:		To:
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: <input type="checkbox"/> covered personally <input type="checkbox"/> paid using a University/consulting a/c			
<i>Digital Signature of Applicant</i>			<i>Date</i>

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:		
<ul style="list-style-type: none"> the purpose of the Overseas Conference Scheme, and the maintenance of the teaching, examining and administrative responsibilities of the College/Division 		
<i>Digital Signature of Dean (P&R) / Division Head</i>	<i>Name</i>	<i>Date</i>

SECTION C : TO BE COMPLETED BY COLLEGE / PORTFOLIO HEAD (OR AUTHORISED DELEGATE)

FINANCIAL SUPPORT: **APPROVED** **NOT APPROVED**

Comments/Conditions:

<i>Digital Signature of College / Portfolio Head</i>	<i>Name</i>	<i>Date</i>