January 2014

**Postgraduate Procedures – Travel Funding and Approvals**

Travel and Research Funding is a benefit – not a right – and you must request and justify the approvals. Faculty strongly supports valid and beneficial research, but procedures must be properly followed. Applying for and receiving approval to travel does not automatically approve funding. You MUST also apply for funding.

**All Funding: (Travel and Non-Travel)**

- The first avenue for travel funding is the $1850 available from the GRS [http://www.postgraduate.uwa.edu.au/students/funding/travel](http://www.postgraduate.uwa.edu.au/students/funding/travel)
- In addition, you may apply for School funding for either Travel or non-travel.
- **Research Funding** - Your School will fund justified research costs up to a maximum of $4,000 for a Ph.D. and $2,000 for an MA. *Music Performance Students please refer to the Music website for further details.*
- **Conference travel funding** - The School encourages its postgraduates to attend conferences, and will provide stand alone funding of up to $740 to cover conference travel and attendance costs *when the candidate is presenting a paper*. If you are not presenting but still wish to attend then you should apply for Research Funding.
- **Budget** - you need to draft a budget to include all anticipated expenses such as transport, accommodation, conference fees, Archive access etc. You must do this in order to know how much money you are applying for. A copy of the budget must accompany the application form.
- When traveling, be sure to keep receipts for all expenses; if no receipt is offered, make a note of date, amount spent, and purpose. You will be required to produce these with your Travel Report.
- For the rules surrounding GRS Funding please see : [http://www.postgraduate.uwa.edu.au/students/policies/travel-award](http://www.postgraduate.uwa.edu.au/students/policies/travel-award)
- GRS may refuse your application if you have outstanding Milestones.
Step 1: Getting started

Timing: You must start the process of applying for funds and seeking travel approval at least two months prior to travel, preferably even earlier, particularly for overseas travel.

Booking: DO NOT book or pay for airfares yourself. Doing so may nullify your application and the School may not pay for your trip.

Due diligence: Be sure to read forms and instructions carefully and patiently. They are provided in order to help, but if you skip sections or miss-read questions it will cause considerable delays in processing and may prevent you from traveling.

Funding for research travel comes from TWO separate sources: some funding comes from the Graduate Research School and other funding comes from the Faculty through your own school (School of Humanities, School of Music, or School of Social Sciences). You must seek travel funding from the Graduate Research School first, before seeking travel funding from your school.

Step 2: Supervisor support.

Discuss your travel plan with your supervisor and be sure you have supervisor support. Approval and funding for travel are only granted where you can demonstrate that the trip will be beneficial to your research.

Step 3: Compile your GRS Forms

Apply for the first stage of funding by working carefully through the checklist below; this will ensure that you provide the Graduate Research School with all the information that it requires to support and approve your research travel.

a) Does your research travel involve air travel (National or International)?
   If yes, download a “Travel Grant Application Form (TAA)” from GRS Forms. YOU MUST NOT BOOK OR PAY FOR THE TRAVEL ITSELF. (nb : GRS will not usually support travel costs within WA. You must apply for School funding instead)

b) When you have downloaded and read the “TAA” form, you must obtain a detailed travel quote from either TERTIARY TRAVEL or CAMPUS TRAVEL (these are UWA’s only approved travel providers; do not use other travel agents or book online). Please ensure that you inform the travel providers that “this is a quote and travel will be booked & paid for by the University through Trobexis”.

c) Will your research travel take you overseas? If yes, download an “Overseas Travel Form (OST)” from GRS Forms. * GRS only offer limited funding for travel within Australia

d) Will you be taking any personal leave while you are away? If so, download an “Application for Leave Form (LV)” from GRS Forms (Note that the inclusion of personal leave will complicate your travel insurance arrangements. Contact the Faculty Postgraduate Administrator for more information).
If you have previously used your GRS funds, or the trip will cost more than your GRS funds then continue to step 4.

**Step 4: School Funding**

Apply for the second stage of funding from your own school (School of Humanities, School of Music, or School of Social Sciences). Work carefully through the checklist below; this will ensure that you provide your School with all the information that it requires to support and approve your research travel.

a) Prepare a full budget showing all anticipated costs.
   - airfare costs,
   - conference costs;
   - accommodation costs;
   - other anticipated travel costs such as access to archives, local travel purchase of materials etc (please explain these clearly).
   A sample budget is shown at the end of this document.

b) Download a copy of the Postgraduate Funding & Travel Approval Form (available from [http://www.sscs.arts.uwa.edu.au/students/postgrads/?a=2456128](http://www.sscs.arts.uwa.edu.au/students/postgrads/?a=2456128)).

c) This form can be used for both travel and non-travel funding requests; it must be completed and signed by yourself and your Supervisor and then returned to the Faculty Postgraduate Administrator be approved by the Graduate Research Coordinator. The form is designed to cover different sorts of funding requests, as well as Travel Approval so work through it patiently and determine which sections are relevant to your needs. Make sure you tick all relevant boxes and provide all required information. If you have any queries, contact your supervisor in the first instance.

When traveling, be sure to keep receipts for all expenses; if no receipt is offered, make a note of date, amount spent, and purpose. You will be required to produce these with your Travel Report.

**Step 5: Travel Approval only**

- If you are traveling but using your own money, Scholarship Funds, Research Grant funds etc then **you still need to apply for Travel Approval**.

- Use the same Postgraduate Funding & Travel Approval Form and only tick the box for Travel Approval. You will still need to attach an itinerary and fill in relevant dates etc.

- You **MUST** email a copy of the signed approval form and itinerary to travel@uwa.edu.au

- You may book and pay for your own flights through any provider.

- You may still require GRS Travel Approval, GRS Overseas Leave approval and /or GRS Personal Leave approval. Check with GRS or Arts Postgrad Administration.
Travel Funding and Approvals Checklist

- Milestones are all up to date (if you are not sure please check with GRS)

- Discuss your plans with your Supervisor. Your Supervisor will support your application if they feel it will add to and benefit your Research. They must support your application for it to be accepted.

- Funding is available for purposes other than travel. Please discuss your plans with your Supervisor, and use the same application form and attach quotes and budgets where relevant.

- Have you used your GRS funding?
  - if No then you must apply for those funds first or simultaneously.

- Are you presenting a paper at a Conference?
  - if Yes then you may apply for Conference funding first or simultaneously.

- If it is Conference Funding then *attach a copy of your invitation to present* at the conference.

- Check your available funding with the Arts Postgraduate Administration officer. We keep records of student expenditure.

- Draft a Budget – you need a budget to include all anticipated expenses. *This must be attached to your application.*

- Draft a supporting statement – This should include why you wish to travel and how you will benefit from the research. The statement may be written into the application form or *attached as a separate document.*

- Arrange a quote from either Campus Travel or Tertiary Travel. *This must be attached to your application.*

- Are you traveling Overseas? – if yes then you must also apply for GRS Overseas Travel Approval.

- Are you including Personal Leave?
  - if yes then you may need to apply for GRS Annual Leave Approval.
  - if yes then you will need to arrange private Travel Insurance for leave dates.

- Fill in the Application form online and print out to sign. Submit the Form with all of the required attachments to your Supervisor.
### SAMPLE BUDGET

**Destination:** University of the South Pole, Antarctica  
**Dates of travel:** February 30 to March 10, 2020

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Airfares</td>
<td>$1500</td>
</tr>
<tr>
<td>Conference registration</td>
<td>$100</td>
</tr>
<tr>
<td>Conference final dinner</td>
<td>$30</td>
</tr>
<tr>
<td>Accommodation: 10 nights @$125 per night</td>
<td>$1250</td>
</tr>
<tr>
<td>Other travel costs:</td>
<td></td>
</tr>
<tr>
<td>Train from airport to hotel</td>
<td>$20</td>
</tr>
<tr>
<td>Bus to conference site: 10 x $5</td>
<td>$50</td>
</tr>
<tr>
<td>Cost of Entry to Archives/Museum/etc</td>
<td>$40</td>
</tr>
<tr>
<td>Etc</td>
<td>$?</td>
</tr>
</tbody>
</table>

**TOTAL:** $2990

**Sources of funding:**

- From Graduate Research School: $1850
- From my School: $1140
Faculty of Arts Research & Travel Funding Flow Chart

Travel Funding

1st - GRS

Overseas?

No

Yes

Interstate

OST form

TAA (max $750)

TAA form

Attachments required
- Travel Quote & Budget
- Justification/request

Approvals
1. Supervisor
2. PG Admin
3. GRC
4. GRS

* Keep all receipts for GRS Travel Report due upon return

2nd - School Travel Funding &/or Travel Approval

Research Funding
Total Max $4000
For Fieldwork, Travel, Music specialists

School Form

Attachments required
- Justification/request
- Budget / quotes
- Flight Itinerary

DO NOT PAY OR BOOK

Approvals
1. Supervisor
2. PG Admin
3. GRC
Admin will liaise with travel agent and arrange Trobexis booking

Conference Funding
- Once off Funding

Non-Funded Travel
Self/Private funded travel

School Form

Attachments required
- Itinerary

Approvals
1. Supervisor
2. GRC
3. PG Admin

* Overseas? = GRS OST Form
* Itinerary to travel@uwa.edu.au

Are you Presenting?

No

Yes

School Form

Apply for Research Funding

Attachments required
- Invitation to Present
- Conf Registration Info
- Flight quote
- Accommodation Quote

Approvals
1. Supervisor
2. PG Admin
3. GRC

* You may also require GRS Overseas Travel Approval

Non – Travel Funding
School Research Funding is available for other requirements
Speak to your Supervisor first.

School Funding only (no GRS)

School Form

Attachments required
- Justification/request
- Budget / quotes

Approvals
1. Supervisor
2. PG Admin
3. GRC

* Overseas ? – GRS OST Form
* Itinerary to travel@uwa.edu.au