

SPECIAL STUDIES PROGRAM – ACADEMIC STAFF

Administrative Procedures

Prior to undertaking a Special Studies Program (SSP), academic staff are required to submit to Human Resource Services appropriate documentation (see checklist below).

Preparing travel documentation

Levels of Financial Assistance available under the SSP Policy:

Type of financial support	Amounts per SSP
Support for airfares for staff member	1. Up to \$1,000 for travel in Australasia 2. Up to \$2,800 for travel elsewhere overseas
Living Away from Home Expenses	1. Staff member only: \$600 per month 2. Staff member accompanied by dependants: \$1000 per month

Use of APF for overseas and domestic travel

In addition to the SSP financial assistance, staff may seek approval to access their Academic Pursuits Fund to support their SSP by meeting the following requirements:

1. Prior to Pro Vice-Chancellor and Dean's approval, submit an A8 form to Human Resource Services, including:
 - a. Budget for total amount claimed against the APF, including itemized list and associated cost. Please note that shared accommodation will be paid on a pro rata basis for staff member only.
 - b. If accommodation is claimed, only commercial accommodation is used.
 - c. Complete itinerary of travel period including institution/address, city, contact phone number, and annual leave periods.¹
 - d. New England Travel itinerary.
 - e. Where the staff member is not travelling alone, the names of all accompanying travellers will be provided.
2. A maximum claim of \$3,000 meal allowance.²

¹ No APF funds will be provided for periods of annual leave.

² In the future it is anticipated that allowances will be removed and replaced with either the use of the University's corporate credit card or reimbursement on production of receipts.

3. APF funds cannot be used to support any individual/s other than the staff member named on the APF.

Staff undertaking a period of SSP overseas should regularly check the "Travel Advice" at <http://www.smarttraveller.gov.au/index.html>

Insurance

Staff must contact the Insurance Officer, email insurance@une.edu.au at least **four weeks prior to departure** to ensure they are very clear on insurance matters and requirements.

Cover in excess of 180 days will incur a premium of \$160.00 per month or part thereof. Cover for annual leave taken within the SSP period can be obtained for a premium of \$3.57 day and is payable to the University cashier, Financial Services.

Cover for family members may be obtained for a premium of \$3.57 per day of travel (adult) and \$2.57 per day of travel (child).

Checklist

The following documentation, available at http://www.une.edu.au/hrs/study_leave.htm is to be submitted prior to the staff member undertaking Internal and/or External SSP:

- Return to Service Form – all staff, irrespective of destination
- Postgraduate Supervision Form - if relevant – due **10 weeks** prior to SSP
- Copy of Multipurpose Leave form (if requesting annual leave during SSP)
- Variation form (if relevant)

Staff undertaking travel during SSP must submit to Human Resource Services:

- Completed A8, signed by the Head of School and Pro Vice-Chancellor and Dean
- Travel Agent's itinerary
- Insurance form – for overseas travel in excess of two months

Enquiries

Enquiries may be directed to Mary McClenaghan, Human Resource Services ext. 3612 email: mmcclena@une.edu.au or Lisa Allen, ext. 3417, email: lisa.allen@une.edu.au