

Document Type:	Procedures
Administering Entity:	Human Resource Services
Records Management System Number:	D08/88296
Date Endorsed by Academic Board:	17 November 2008
Date Procedures Approved by Vice-Chancellor:	12 December 2008
Date Funding Approved by Council:	11 December 2008
Indicative time for Review:	Biennial
Responsibility for Review:	Special Studies Program Committee

The following practices and procedures are provided to facilitate implementation of the above policy and should be read in conjunction with that policy.

Applications

- 16.02B.1** Applications for SSP will normally be called twice a year and must be submitted on the “SSP Application Form” available from the Human Resource Services web site.
- 16.02B.2** Applications must include the report submitted on the applicant’s last SSP or study leave, if applicable.
- 16.02B.3** If the applicant is the Head of School, the relevant section of the application will be completed by the Pro Vice-Chancellor and Dean/Director.
- 16.02B.4** SSP will not normally be granted unless approval of the application is recommended by the Head of School.
- 16.02B.5** Where a Head of School or Pro Vice-Chancellor and Dean opposes an application the Pro Vice-Chancellor and Dean shall inform the staff member whether it is the program and/or timing of the SSP that is not supported. In these circumstances the comments submitted by the Head of School or Pro Vice-Chancellor and Dean are to be signed by the applicant. The applicant has the right of rebuttal.

Travel Grant

- 16.02B.6** The School will contribute towards actual travel costs where a commercial carrier is used up to a maximum figure as set out in the Appendix. In the case of an airfare this must be in the form of an economy class, advance-purchase return airfare for the staff member.
- 16.02B.7** The School will also provide an SSP allowance for the staff member and accompanying dependants up to a maximum figure as set out in the Appendix. The allowance is paid to cover costs of accommodation, meals and incidentals incurred by academic staff travelling during the course of employment. It is paid to the staff member by the School and forms part of the staff member’s assessable income. Appropriate deductions will be allowable provided the expenses are not private or domestic.
- 16.02B.8** All travel must be arranged through the University’s preferred travel provider (see <http://www.une.edu.au/finance/travelpolicy2.htm>).
- 16.02B.9** Staff may utilise other University funds to which they have access (such as their APF and research grants) provided they fulfil the terms of University policy in the use of such funds.
- 16.02B.10** In applying for such funds, the following must be provided:

- A8 and UNE travel provider's itinerary;
- budget for total amount claimed against the funding source, including itemised list and associated cost;
- for research grants, evidence of compliancy with rules of funding source;
- complete itinerary of travel period, including periods of annual leave¹, institution/address, city, and contact phone number;
- Where the staff member is not travelling alone, the names of all accompanying travellers.

16.02B.11 Justification of the scale of budgeted expenditure, such as the ATO's City/Country Cost Groupings or evidence of the locale's cost of living must be provided.

16.02B.12 In addition, payment of conference fees and associated expenses, may be claimed. Where possible, these expenses should be claimed from the APF/grant prior to departure.

Insurance

16.02B.13 The University will cover staff members engaged on official University business travelling within Australia or Overseas up to six months (180 days). Cover may be extended beyond six months on application to the University's Insurance provider and will attract an additional premium to be advised on application. Cover for this additional period would attract Fringe Benefits Tax (FBT) therefore the cost must be met by the staff member.

16.02B.14 Staff must pay a premium for periods of annual leave and leave without pay taken during travel associated with SSP.

16.02B.15 Cover for family members may be obtained at the staff member's expense.

16.02B.16 Staff members borrowing University equipment must obtain Head of School approval and report this approval to the University officer responsible for insurance matters to ensure that cover is arranged.

16.02B.17 Staff must contact the Insurance Officer, email insurance@une.edu.au at least four weeks prior to departure to ensure they are clear on insurance matters and requirements.

16.02B.18 Summary of the Travel Insurance policy and claims procedure can be found at <http://www.une.edu.au/finance/insurance.htm>.

Financial Assistance

16.02B.19 For the duration of SSP, staff will continue to receive normal salary, including any increments and increases which the staff member would be entitled to during such period.

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

- 16.02B.20** A staff member who is successful in applying for SSP and will be undertaking travel, is entitled to apply for a travel grant from funds of the relevant school as set out in the Appendix. Such funding is to be approved by the Head Of School.
- 16.02B.21** Staff on fractional appointments will be entitled to financial assistance on a pro rata basis.
- 16.02B.22** A staff member who has claimed financial assistance under this policy may apply for permission to use other sources of internal financial support.
- 16.02B.23** The value of such assistance will be as determined by the University from time to time and will be detailed in the attached appendix.
- 16.02B.24** If a staff member and partner are both employed by the University and both apply to undertake a SSP, they shall be treated as separate applicants for financial assistance but may not claim the partner as a dependant.
- 16.02B.25** Where, under the Study Leave Policy in force until 2007, a staff member received a payment in advance of accrual, the amount of the financial assistance available will be reduced accordingly.

Taxation

- 16.02B.26** Financial assistance paid by the University as travel allowance forms part of the staff member's assessable income and will be recorded on the staff member's Payment Summary for the year in which they were paid.
- 16.02B.27** Staff members are advised to discuss personal tax implications with an Income Tax Advisor prior to the commencement of a Special Studies Program.
- 16.02B.28** In general, the staff member should ensure that all travel expenses are substantiated. This involves obtaining receipts or similar documents from the supplier of goods or services that shows the nature and date of the expense. The ATO will no longer accept per diem claims for deductions in excess of reasonable amounts without substantiation.
- 16.02B.29** The list of substantiated expenses will be required by the staff member in the calculation of their tax liability to offset the travel and associated allowances paid by the University.
- 16.02B.30** To comply with ATO requirements, a staff member in receipt of a University travel grant must keep a Travel Diary of activities that clearly demonstrate, consistent with ATO ruling MT 2038, when the staff member was engaged in University work and when on personal leave.
- 16.02B.31** Any liability for FBT is the responsibility of the staff member who must agree to immediately repay the University any FBT charged against the University in respect to the SSP.

Postgraduate Supervision Arrangements

- 16.02B.32** Where the staff member supervises postgraduate students, the Postgraduate Supervision Arrangements form advising of the arrangements made must be submitted, through the Head of School, to Research Services at least six weeks before the commencement of SSP.

Prior to Commencement

16.02B.33 Staff members proceeding on SSP must contact the Academic Services Officer in HRS at least four weeks prior to commencement of SSP to ensure that all requirements have been met.

16.02B.34 The following documentation must be submitted to the Head of School and HRS:

- Insurance form – for all overseas travel
- Up-to-date traveller’s itinerary, with contact details

16.02B.35 Staff undertaking a period of SSP overseas should regularly check the “Travel Advice” at <http://www.smarttraveller.gov.au/index.html>

Appendix : Travel Grant

Type of financial support	Amounts per SSP
Support for transport costs for staff member	<ol style="list-style-type: none"> 1. Up to \$2,000 for travel (any form) in Australia 2. Up to \$4,000 for travel (any form) elsewhere overseas
SSP allowance	<ol style="list-style-type: none"> 1. Staff member only: \$600 per month pro rata 2. Staff member accompanied by dependants: a further \$400 per month pro rata

Approved Vice-Chancellor: 12 December 2008

RMO Document No: D08/88296

Policy Review Date: 2010

Responsibility for review: Special Studies Program Committee