



Policy: CNBP travel

OVERVIEW

The purpose of this policy is to provide guidance in relation to the appropriate and efficient use of CNBP financial support of CNBP Chief Investigators (CIs), Associate Investigators (AIs), staff and students towards the costs associated with travel for CNBP related work.

SCOPE AND APPLICATION

The policy only applies to the use of CNBP funds (ARC or Node allocated) to support the travel of any CNBP CIs, AIs, staff or students across all levels and nodes.

POLICY PRINCIPLES

Eligibility and Use of Funds

- a) Funds must be used in support of CNBP related work. This includes CNBP lab visits, CNBP meetings, conferences where CNBP work is being presented (and acknowledged)
- b) Funds can be used for both domestic or international travel
- c) Funds can be used towards travel costs including and limited to economy class flights, conference registration, accommodation (for the period of conference/lab visits) and transfers to and from destination airports.
- d) Reasonable food costs can be covered by CNBP funds.
- e) The Director, COO, Node leader or Node Administrator may request proof of conference presentation.
- f) Dual purpose trips, where lab visits and departmental seminars are conducted in addition to other CNBP related activities, are encouraged
- g) All CNBP travel should result in at minimum one KPI being met
- h) In the case where the trip has a dual purpose of CNBP and non-CNBP related efforts, every attempt should be made to only use CNBP funds for the proportion of time spent conducting CNBP travel. In cases where this is not possible approval from the COO or Director must be sought
- i) In the case where CNBP related travel and associated work can only occur if a dependent (and sometimes carer) also accompany the CNBP traveller, then CNBP travel funds can cover the reasonable costs for these companions.

Details of eligibility for use of funds can be found in the GED policy document

Value and timing of Funds

- a) Each Centre CI will receive access to funding for CNBP-related travel support
- b) Each CNBP centre post doc will receive access to travel funding for CNBP related travel support, to be spent in consultation with their CI/supervisor
- c) CNBP Research Associates and Students may receive access to domestic travel funds for CNBP activities as well as the opportunity to apply for international travel support, to be spent with consultation of their supervisor



- d) Nodes are encouraged to maintain an AI travel fund to support local based AIs for attendance at domestic CNBP events. Core will maintain an AI travel fund to support AIs based outside of the nodes, for attendance at domestic CNBP events.

Reporting and ensuring eligibility for non-CNBP travel funding

- a) All travel must be booked and approved following each institutions' own travel policy and administrative framework. These are in addition to and not replaced by the requirements set here.
- b) All CNBP travel must be documented by the CNBP traveller in the KPI tracker within 2 weeks of returning.
- c) It is the responsibility of the CNBP traveller to maintain appropriate records and receipts.
- d) Any unspent or unused funds from travel budgets remains at the discretion of the host node

Responsibility:

- a) Node Directors

RMO File/Document Number	
Policy Custodian	COO, Kathy Nicholson
Responsible Officer	COO, Kathy Nicholson
Endorsed by	EMC
Approved by	Mark Hutchinson
Related Documents and Policies	GED Policy
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Contact for queries about the Policy	COO, Kathy Nicholson