

ADMINISTRATIVE INSTRUCTIONS FOR GRANTS-IN-AID

HOW TO BOOK AND CLAIM	
<p>First, consult your Faculty Administration for a booking to be made on your behalf from Faculty or School funds. Please note you will need to fill in forms for overseas travel and these will need to be signed by the Dean before any travel can be organised, please ensure that you allow enough time for this approval to take place before travelling.</p> <p>Once the journal entry has been completed, the Faculty Administrator should send an email to research.candidature@qut.edu.au advising which account the GIA needs to be reimbursed to. The Candidature Officer will then confirm the amount and forward these details the research budgets officer for journal transfer of funds back into the nominated account.</p>	
<p>1. Photocopy your documents (x2) in the order listed in the right-hand column.</p> <p>(The Original and one copy should be sent to Office of Research. One copy should be kept for yourself)</p>	<p><i>Keep your papers in the following order in order to claim reimbursement:</i></p> <ul style="list-style-type: none"> <input type="checkbox"/> On top - a signed payment claim form and vendor maintenance form (if claiming for reimbursement to your own bank account and not a faculty journal transfer as described above) <input type="checkbox"/> Then the proof of payment receipt for your ticket <input type="checkbox"/> A copy of your confirmation acceptance if your candidature was pending when you applied. If your conference paper has become a 'poster presentation' you will need to provide a letter of support from your Faculty Research Committee indicating their approval. (Note: Science and BEE applicants have prior approval.) <input type="checkbox"/> Evidence that your conference paper (or abstract) is accepted or documentation confirming key dates in your itinerary if you are receiving a travel grant-in-aid. (Please ensure that prior contact with groups/individuals/institutions is arranged by email, fax or letter, prior to departure. Attempting to arrange major appointments abroad may result in disappointment). <input type="checkbox"/> If you have an industry based Scholarship you are required to submit a letter from your Industry partner giving their approval for your travel. <input type="checkbox"/> Initial next to the checkbox to indicate you have agreed to travel at your own risk. You are advised to take insurance against sickness, accident and injury. (Check with both the <i>Student Guild</i> and your <i>Faculty</i> to see if any additional insurance cover is available to you.) <input type="checkbox"/> A copy of this table with these boxes ticked to indicate appropriate inclusions (put this last);
<p>2. Submit your paperwork to your Faculty or Centre</p>	<p><input type="checkbox"/></p>
<p><i>Prior to travel</i></p>	<ul style="list-style-type: none"> <input type="checkbox"/> Leave your contact details (and mobile phone number) with your Centre <input type="checkbox"/> Photocopy of your passport and your credit cards and leave these with a trusted other person for emergency purposes. <input type="checkbox"/> Ensure that you are in good health. As your ticket has been booked via QUT, you automatically have travel insurance; your Faculty should give you documentation regarding this. If you require additional cover you will need to organise this yourself.
<p><i>While travelling</i></p>	<p><input type="checkbox"/> check your email if you can and call home periodically</p>
<p><i>When you Return</i></p> <p>Within four weeks you should forward the papers listed in the adjacent column to your Faculty Office for noting and forwarding to the Research Students Centre.</p>	<p><i>Papers for Research Degrees Committee – via Faculty Office</i></p> <ul style="list-style-type: none"> <input type="checkbox"/> A 1-2 page report of your travel, written in a genre suitable for publishing. You may include a photograph with the report. Please include a stamped self-addressed envelope if you require your photography to be returned, otherwise it will remain in your file and may be used for publicity at a future date. Please ensure you have included your name, Centre and Faculty. Please note that your report will most likely be published in the Research Students Centre Newsletter <input type="checkbox"/> photocopied evidence of your travel (boarding pass/s) <input type="checkbox"/> For conference attendees - some reasonable evidence (1-2 pages only) that you have maintained <i>daily</i> attendance at the conference and presented the paper for which you have been granted the grant-in-aid or for those receiving a travel grant, evidence of the places visited on your itinerary. (This documentation is needed to meet University audit requirements and to judge the success or otherwise of the scheme and whether it should be continued in future years.)