

Faculty of Education

**CONFERENCE TRAVEL COMMITTEE**

Meeting No. 1/04 of the Conference Travel Committee of the Faculty of Education will be held on Wednesday March 24 2004 at 9.30am, in room G19, Clayton campus.

Pamela Harrison  
Executive Officer

**MINUTES**

**1. ATTENDENCE**

**1.1. Present**

Dr Rosalynd Smith (Chair), Dr Scott Webster, Professor Terri Seddon,  
Ms Amanda Berry, Ms Anne Kennedy,

**1.2. In Attendance**

Ms Pam Harrison

**2. \*MINUTES**

The Minutes of meeting 1/03 held on Wednesday 5 March, 2003 were circulated.

**Recommendation:**

That the Minutes of the meeting held 5 March, 2003 be confirmed as a correct record of the meeting.

Moved: Scott Webster

Seconded: Ros Smith

**3. ITEMS FOR DISCUSSION**

**3.1. Revised Conference Travel Funding policy and Application form**

The revised guidelines for Conference Travel funding are now up on the Intranet. Funding has been increased to \$5000.00 allowance per staff member over a period of 3 years. A maximum allocation of \$2500.00 is for overseas conferences and \$1000.00 for domestic conferences.

Correction is still needed to the application form – accommodation is now \$100 per night and MURF funding is no longer available. Terri Seddon raised the issue that affiliation with Monash should be noted on the application form. It was suggested that this should be noted in the “Office Use Only” box in Part B.

**3.2. MURF funding**

This additional funding will no longer be available.

**3.3. Procedures for 2004**

The Committee agreed that after the initial meeting future funding requests will be decided by The Chair and that a Committee meet only where applications do not fall clearly within the guidelines.

**Dr  
Rosalynd  
Smith/Pam  
Harrison**

### **3.4. Other Business**

- The method of payment or re-imburement of allocations to academic staff is a matter for the Finance Office to decide.
- Car hire will not be funded through the Conference Travel Fund.
- New staff arriving during the 3 year period of the Fund are allocated funds in proportion to their period of employment during the three year cycle.
- Funding allocations close at the end of the 3 year period whether used or not.
- There is always a risk that staff requests for funding will exceed the funds available during the 3 year period however, allocations will always be available during the term of the fund.

#### **Membership**

Dr Rosalynd Smith

Prof Terri Seddon

Ms Amanda Berry

Ms Anne Kennedy

Dr Scott Webster