

Faculty of Education

CONFERENCE TRAVEL COMMITTEE

Meeting No. 1/05 of the Conference Travel Committee of the Faculty of Education will be held on Wednesday March 23, 2005 at 9.00am, in room G08, Clayton campus.

Pamela Harrison
Executive Officer

AGENDA

Members having a direct commercial or financial interest in any item before this meeting must declare that interest to the Chair via the Executive Office prior to consideration of the item, and must not take part in a vote on any matter concerning it.

Requests or apologies should be directed to Pamela Harrison on Ext. 52883 or email pam.harrison@education.monash.edu.au

1. *MINUTES

Minutes of the meeting held 24 March, 2004 are to be noted

2. ITEMS FOR DISCUSSION

2.1. Revise Conference Travel Funding policy and Application form

2.2. Additional claims

- Car hire
- Conference dinner

2.3. Procedures for 2005

Committee to consider

2.4. Other Business

Membership

Dr Barbara Clarke

Prof Terri Seddon

Ms Amanda Berry

Ms Anne Kennedy

Dr Scott Webster