

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 2003 at 9.30am, in room G08, Clayton campus.

Pamela Harrison
Executive Officer

MINUTES

1. ATTENDENCE

1.1. Present

Dr Barbara Clarke (Chair), Professor Terri Seddon, Ms Amanda Berry,
Mr Greg Hurworth,

1.2. Apology

Dr Scott Webster,

1.3. In Attendance

Ms Pam Harrison

2. *MINUTES

The Minutes of meeting 1/04 held on Wednesday 24 March, 2004 were circulated.

Recommendation:

That the Minutes of the meeting held 23 March, 2004 be confirmed as a correct record of the meeting.

Moved: Greg Hurworth

Seconded: Barbara Clarke

3. ITEMS FOR DISCUSSION

3.1. Revised Conference Travel Funding policy and Application form

- The current funding for conferences is to remain the same.
- The current forms need to be looked at and revised.
- It was suggested that a link to the Monash Finance site, the Australian Tax Office and the Faculty Research office should be included on the forms.
- Eligibility of sessional staff was considered.
- Funding whilst on OSP leave was considered.

3.2. Additional claims

- Car hire is not to be financed through the Conference fund
- Conference dinner is not to be funded through the Conference fund as it has no specific benefit to the Faculty

3.3. Procedures for 2005

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.

3.4. Other Business

- An application had been received for 3 conferences on one trip. The Committee considered that the funding would be \$2,500 for the first conference with a further amount of \$1000 (as in a domestic conference) for the additional conferences.
- An application had been received from a sessional/research staff member. The Committee considered that this was a special case and that there was a previous precedence for awarding funding to sessional staff. The Committee considered that funding would be granted to cover the registration. XXX?? Cost?

Membership

Dr Barbara Clarke

Prof Terri Seddon

Ms Amanda Berry

Mr Greg Hurworth

Dr Scott Webster