



## DOMESTIC CONFERENCE GUIDELINES

- The Faculty require 2 weeks to approve all Domestic conference applications
- Funding is up to a maximum of \$1,500 for 1 domestic conference during candidature
- Candidates must be presenting at the conference and the conference application must be approved prior to attending
- Completed applications including Principal supervisor's endorsement must be approved by the Faculty Research Office prior to any travel bookings being made
- **All flight bookings must be made through the University Travel Provider – CTM**
- For conference travel, a return flight **to and from the conference location** only will be booked. There will be no exceptions
- The faculty covers accommodation for the night prior to the commencement and the night of the conclusion of the conference
- Conference dinners and any additional tours/visits/activity costs are not covered by the faculty
- Any changes once flights have been ticketed are at the candidate's own expense
- Funding can only be claimed up to the point of thesis submission
- Reimbursement claims **MUST** be made in the year the expense is incurred and no later than 1 month after the conference
- Funding is available **after the successful completion** of confirmation and must have the full written support of the Principal supervisor
- A Domestic conference is a conference in your current country of residence
- Domestic and international conference funding cannot be combined or transferred
- **Conference and fieldwork funding cannot be combined to attend one event or transferred**
- Funding is **not** available to cover attendance at seminars or short courses run by public or private institutions
- For late phase candidates approval is dependent on receipt and approval of a submission plan
- No personal travel will be booked by the Faculty Travel Officers or the University Travel Provider – CTM
- Specific seat request cannot be booked as part of the Faculty process, candidates will need to arrange themselves once the travel has been ticketed via the relevant airline. This is at the candidate's own expense
- Candidates currently on PSP are ineligible for domestic conference funding

### Ensure the following documents have been attached to your application for approval and the checklist is ticked

- The application must include evidence that the paper has been accepted (an email from the organising body or a copy of the conference program) and a copy of your abstract
- The Faculty Conference Application form signed by both the applicant and the Principal supervisor – available from the HDR in the Cloud site
- Relevant flight and accommodation quotes (please allow for a 15% variance in your itemised expense list)
- Detailed proposed itinerary
- Completed Faculty HDR Off Campus Activities COVIDSafe Checklist (available from [HDR Financial Assistance and Travel](#))
- Submission plan – if late phase candidate

The balance of your grant funding is claimed as reimbursement through the Deakin University financial system ([DeakinUniFi](#)) when you return from the conference.

- Reimbursement claims can only be made in the year the expense is incurred and no later than 1 month after the conference.
- Reimbursements can only be claimed **up to the point of thesis submission**

## INTERNATIONAL CONFERENCE GUIDELINES

- The Faculty require 3 weeks to approve all International conference applications
- Funding is up to a maximum of \$3,000 for 1 international conference during candidature
- Candidates must be presenting at the conference and the conference application must be approved prior to attending
- Completed applications including Principal supervisor's endorsement must be approved by the Faculty Research Office prior to committing
- **All flight bookings must be made through the University Travel Provider – CTM**
- For conference travel, a return flight **to and from the conference location** only will be booked. There will be no exceptions
- The faculty covers accommodation for two nights prior to the commencement and the night of the conclusion of the conference
- Conference dinners and any additional tours/visits/activity costs are not covered by the faculty
- Any changes once flights have been ticketed are at the candidate's own expense
- Funding can only be claimed up to the point of thesis submission
- Reimbursement claims can only be made in the year the expense is incurred and no later than 1 month after the conference
- Funding is available **after the successful completion** of confirmation and must have the full written support of the Principal supervisor
- Domestic and international conference funding cannot be combined or transferred
- **Conference and fieldwork funding cannot be combined to attend one event or transferred**
- Funding is **not** available to cover attendance at seminars or short courses run by public or private institutions
- For late phase candidates approval is dependent on receipt and approval of a submission plan
- Candidates currently on PSP are ineligible
- No personal travel will be booked by the Faculty Travel Officers or the University Travel Provider – CTM
- Specific seat request cannot be booked as part of the Faculty process, candidates will need to arrange themselves once the travel has been ticketed via the relevant airline. This is at the candidate's own expense

### Ensure the following documents have been attached to your application for approval and the checklist is ticked

- The application must include evidence that the paper has been accepted (an email from the organising body or a copy of the conference program) and a copy of the abstract
- The Faculty Conference Application form signed by both the applicant and the Principal supervisor – available from the HDR in the Cloud site
- Conference registration information
- Submission plan – if late phase candidate

The balance of your grant funding is claimed as reimbursement through the Deakin University financial system ([DeakinUniFi](#)) when you return from the conference.

- Reimbursement claims can only be made in the year the expense is incurred and no later than 1 month after the conference
- Reimbursements can only be claimed **up to the point of thesis submission**

**DeakinUniFi Payment request Checklist – when uploading your claim for remaining expenses in [DeakinUniFi](#) please ensure the following documents have been attached**

- Approved Faculty conference form
- Scanned/electronic receipts
- If receipts are unavailable, an authorised [statutory declaration](#) outlining the expenses, the reason for expense and a statement that the expense have been paid must be uploaded.