ARC Centre of Excellence in Cognition and its Disorders (CCD) Travel Policy

Overview
Funds will be provided from the CCD ARC funds at Macquarie University to enable
i. CCD Partner Investigators (PIs), Chief Investigators (CIs), Associate Investigators (AIs) and students to attend and participate in the CCD Annual Workshop
ii. CCD Advisory Board members to meet face to face annually
iii. CCD Scientific Committee members to meet face to face annually
iv. Research Management committee to meet face to face semi-annually

Funds will be provided from the CCD Research Program budgets administered by nodes to enable travel to present CCD-related research or participate in CCD-related research activities.

CENTRALLY FUNDED TRAVEL

CCD Annual Workshop Travel

Partner Investigators (PI)

1. Criteria for accessing funding
   a. To be eligible for funding, the traveller must be listed as a PI on the ARC Centre of Excellence in Cognition and its Disorders grant.
   b. The purpose of travel will usually be for a collaborative visit and attendance at the CCD annual workshop. Funding may be provided for an alternate trip, but approval must first be obtained from the Chief Operations Officer in consultation with the Financial Administrator.

2. Available funding
   a. Each PI may obtain up to $4,500 in travel support per calendar year. Funds not accessed by PIs are not rolled over into the next calendar year.

3. Expense categories
   a. Economy return airfares (excluding Premium Economy) from the PI’s home location to the conference city flying by the most direct route or an equivalent contribution made to an alternate fare.
   b. Accommodation costs for the duration of the workshop, including two nights before and one following the workshop. Additional accommodation support may be available for extended visits.
   c. Ground travel and meal expenses (breakfast, lunch and dinner).
   d. Visa costs necessary for business purposes as required.

4. Process
   a. PIs will be sent an official letter of invitation to the workshop with all relevant reimbursement and financial information included in the letter. Accommodation to be booked and paid directly by the organising committee. Original receipts must be submitted to the Financial Executive Officer for reimbursement.
b. To access funding for a trip outside of the annual workshop, please email the Chief Operations Officer, and cc the Financial Executive Officer with the outline of the purpose of the PIs' visit, dates and funding request.

### CCD Annual Workshop Travel

#### Chief Investigators (CI)

1. **Criteria for accessing funding**
   a. To be eligible for funding, the traveller must be listed as a CI on the ARC Centre of Excellence in Cognition and its Disorders grant.
   b. The purpose of travel is for the CIs to travel long distances to attend the CCD annual workshop.

2. **Available funding**
   a. Up to $1,500 for each CI is available per Annual Workshop. Funds not accessed by CIs are not rolled over into the next calendar year.

3. **Expense categories**
   a. Economy return airfares (excluding Premium Economy) from the CI's home State/city to the workshop State/city flying by the most direct route or an equivalent contribution made to an alternate fare.
   b. Accommodation costs for the duration of the workshop, including one night before and after the workshop.
   c. Ground travel and meal expenses (breakfast, lunch and dinner).

4. **Process**
   a. The workshop organising committee will contact the relevant nodes to coordinate, book and pay flights and accommodation for the CIs attending the workshop.
   b. CIs should seek reimbursement from their institution for other expenses (ground travel and meals), and then MQ University is to be invoiced by that institution for those expenses within 30 days of the conclusion of the workshop, with copies of receipts attached to the invoice.

#### Associate Investigators (AI)

1. **Criteria for accessing funding**
   a. To be eligible for funding, the traveller must be approved as an AI on the ARC Centre of Excellence in Cognition and its Disorders grant.
   b. The purpose of travel is for AIs who travel long distances to present their research at the CCD annual workshop.
   c. Priority will be given to Associate Investigators who have not previously attended a CCD Annual Workshop.
   d. Funding requests must outline the benefit and alignment of presenting their CCD research to the wider Centre.

2. **Available funding**
   a. Up to $10,000 in 2017 and $10,000 in 2018 is available (with up to $1,500 for an AI located outside of Australia and $500 for an Australian based AI). Funds not accessed by AIs are not rolled over into the next calendar year.

3. **Expense categories**
   a. Economy return airfares (excluding Premium Economy) from the AI's home State/city to the workshop State/city flying by the
b. Accommodation costs for one night before and after the offsite workshop.

c. Ground travel and meal expenses (breakfast, lunch and dinner) for up to one day before and after the offsite workshop.

4. Process

a. A call will be issued for AIs to request travel support to attend the Annual Workshop including a justification outlining the benefit for the AI and the Centre. The AI must present at the Workshop in order to receive travel support. The workshop organising committee will contact the relevant nodes to coordinate, book and pay flights and accommodation for the AIs attending the workshop.

b. AIs should seek reimbursement from their institution for other expenses (ground travel and meals), and then MQ University is to be invoiced by that institution for those expenses within 30 days of the conclusion of the workshop, with copies of receipts attached to the invoice.

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CCD Annual Workshop Travel

CCD Students

1. Criteria for accessing funding

a. To be eligible for funding, the traveller must be approved as a student on the ARC Centre of Excellence in Cognition and its Disorders.

b. The purpose of travel is for students who travel long distances to present their research at the CCD annual workshop.

c. Priority will be given to students who have not previously attended a CCD Annual Workshop.

d. Funding requests must outline the benefit and alignment of presenting their CCD research to the wider Centre.

2. Available funding

a. Up to $10,000 in 2017 and up to $10,000 in 2018 is available (with up to $1,500 for a student located outside of Australia and $500 for an Australian based student). Funds not accessed by students are not rolled over into the next calendar year.

3. Expense categories

a. Economy return airfares (excluding Premium Economy) from the students home State/city to the workshop State/city flying by the most direct route or an equivalent contribution made to an alternate fare.

b. Accommodation costs for one night before and after the offsite workshop.

c. Ground travel and meal expenses (breakfast, lunch and dinner) for up to one day before and after the offsite workshop.

4. Process

a. A call will be issued for students to request travel support to attend the Annual Workshop including a justification outlining the benefit for the student and the Centre. The student must present a poster at the Workshop in order to receive travel support. The workshop organising committee will contact the
relevant nodes to coordinate, book and pay flights and accommodation for the students attending the workshop.

b. Students should seek reimbursement from their institution for other expenses (ground travel and meals), and then MQ University is to be invoiced by that institution for those expenses within 30 days of the conclusion of the workshop, with copies of receipts attached to the invoice.

<table>
<thead>
<tr>
<th>CCD Annual Workshop Travel – Primary Carer Support</th>
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<tbody>
<tr>
<td><strong>Chief, Partner, Associate Investigators, CCD Students</strong></td>
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<tr>
<td>1. Criteria for accessing funding</td>
</tr>
<tr>
<td>a. To be eligible for funding, the traveller must be approved as CCD Chief, Partner or Associate Investigator or a CCD student with the ARC Centre of Excellence in Cognition and its Disorders.</td>
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<tr>
<td>b. The purpose of travel is for Centre members with primary carer responsibilities to be able to present their research at the CCD Annual Workshop.</td>
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<td>c. Priority will be given to Centre members who have not previously attended a CCD Annual Workshop.</td>
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<td>d. Priority will be given to Centre members nominated to give talks, followed by those presenting posters.</td>
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<td>e. Funding requests must outline the alignment and benefit of presenting CCD research to the wider Centre.</td>
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<tr>
<td>f. Justification of request for carer support, in the context of usual carer responsibilities and alternate carer arrangements.</td>
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<tr>
<td>2. Available sponsorship</td>
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<tr>
<td>a. Up to 5 sponsorships are available in 2017 and in 2018.</td>
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<tr>
<td>3. Expense categories</td>
</tr>
<tr>
<td>a. Breakfast and accommodation costs at the venue will be provided by the Centre for the Centre member, accompanying carer and dependent family members.</td>
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<tr>
<td>b. If travelling from overseas or interstate, accommodation costs for one night before and after the offsite workshop may be requested.</td>
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<tr>
<td>4. Process</td>
</tr>
<tr>
<td>a. A call will be issued for Centre members to request travel support to attend the Annual Workshop including a justification outlining the benefit for the Centre member and how attending the Annual Workshop impacts their typical carer arrangements. The Centre member must present a talk or poster at the Workshop in order to receive carer/companion travel support. The workshop organising committee will contact the relevant nodes to coordinate and book accommodation for the Centre members and family members attending the workshop.</td>
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<tr>
<th>Research Management Committee Meetings</th>
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<tr>
<td>1. Criteria for accessing funding</td>
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<tr>
<td>a. To be eligible for funding, the traveller must be a current member of the CCD Research Management Committee.</td>
</tr>
<tr>
<td>b. The purpose of travel is to participate in the Research Management Committee meetings.</td>
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</tbody>
</table>
Program Leaders

2. Available funding
   a. Up to $1,000 is available per member per calendar year, based on two face-to-face meetings, one of which will be held during the Annual Workshop. Video/teleconference options will be used for a further two meetings. Funds not accessed by Program Leaders are not rolled over into the next calendar year.

3. Expense categories
   a. Economy return airfares (excluding Premium Economy) from the Committee member’s home state to the meeting location flying by the most direct route or an equivalent contribution made to an alternate fare.
   b. Accommodation costs for the duration of the meeting, including one night before and after the meeting.
   c. Ground travel and meal expenses (breakfast, lunch and dinner).

4. Process
   a. The Committee member should contact the Executive Assistant to the Centre Director who will coordinate, book and pay flights and accommodation directly.
   b. The Committee member should seek reimbursement from their institution for other expenses (ground travel and meals), and then MQ University is to be invoiced by that institution for those expenses within 30 days of the conclusion of the meeting, with copies of the original receipts attached to the invoice.

Advisory Board Meetings

1. Criteria for accessing funding
   a. To be eligible for funding, the traveller must be a current member of the CCD Advisory Board.
   b. The purpose of travel is to participate in the Advisory Board meeting.

2. Available funding
   a. Up to $1,370 is available per member per calendar year based on an annual 4-day interstate visit. Funds not accessed by Board members are not rolled over into the next calendar year.

3. Expense categories
   a. Economy return travel from the Board member’s home city to the meeting location travelling by the most direct route or an equivalent contribution made to an alternate fare.
   b. Accommodation costs for the duration of the meeting, including one night before and after the meeting.
   c. Ground travel and meal expenses (breakfast, lunch and dinner).

4. Process
   a. Board members will be sent an official invitation to the annual meeting; all relevant reimbursement and financial information will be included in the invitation.

Scientific Committee Meetings

1. Criteria for accessing funding
   a. To be eligible for funding, the traveller must be a current member of the CCD Scientific Committee.
   b. The purpose of travel is to participate in the Scientific Committee meeting.
2. Available funding
   a. Up to $7,500 is available per member per calendar year based on a 5-day international visit. Funds not accessed by Committee members are not rolled over into the next calendar year.

3. Expense categories
   a. Business class airfares from the Committee member's home city to the meeting location flying by the most direct route or an equivalent contribution made to an alternate fare.
   b. Accommodation costs for the duration of the meeting, including one night before and three nights after the meeting.
   c. Ground travel and meal expenses (breakfast, lunch and dinner).

4. Process
   a. Committee members will be sent an official invitation to the annual meeting; all relevant reimbursement and financial information will be included in the invitation.

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1. Criteria for accessing funding
   a. To be eligible for funding, the traveller must be the CCD Director, Chief Operations Officer, Outreach Coordinator or Executive Assistant.
   b. The purpose of travel is to participate in CCD-related activities domestically and internationally.

2. Available funding
   a. Director: up to $15,000 is available per calendar year based on $12,000 for international travel and $3,000 for domestic travel. Funds not accessed by Director are not rolled over into the next calendar year.
   b. Chief Operations Officer: up to $3,000 is available per calendar year. Funds not accessed by personnel are not rolled over into the next calendar year.
   c. Outreach Coordinator and Executive Assistant: up to $3,000 is available per calendar year. Funds not accessed by personnel are not rolled over into the next calendar year.

3. Expense categories
   a. Economy return airfares (excluding Premium Economy) flying by the most direct route or an equivalent contribution made to an alternate fare.
   b. Accommodation for the duration of the travel, including one night before and after the workshop or meeting.
   c. Ground travel and meal expenses (breakfast, lunch and dinner).
   d. Visa costs necessary for business purposes as required.

4. Process
   a. The traveller must follow the travel policy and procedures of Macquarie University to ensure payment or reimbursement of costs are possible.
# PROGRAM FUNDED TRAVEL

<table>
<thead>
<tr>
<th>Belief Formation, Language, Memory, Person Perception, Reading</th>
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</thead>
<tbody>
<tr>
<td><strong>Program Leaders, CIs, PIs and Associate Investigators (AI)</strong></td>
</tr>
</tbody>
</table>

1. **Criteria for accessing funding**
   a. To be eligible, the traveller must be either
      i. a CI (including Program Leaders) or PI or AI on the ARC Centre of Excellence in Cognition and its Disorders.
      ii. a postdoc, research assistant or PhD student paid or supported by the ARC Centre of Excellence in Cognition and its Disorders.
      iii. a visitor collaborating on CCD research projects.
   b. The purpose of travel is to present CCD-related research or participate in CCD-related research activities domestically and internationally.

2. **Funding level**
   a. Program Leaders: up to $10,000 is available per calendar year. Funds not accessed by program leaders do not roll over into the next calendar year.
   b. For other travellers, funding is provided as per individual Program budget allocations but will not exceed $6,500 per traveller per calendar year from ARC Program funds. Funds not accessed by CCD members and visitors do not roll over into the next calendar year.

3. **Process**
   a. The traveller must follow the travel policy and procedures of the relevant Research Program node (i.e., MQ, USYD, or UWA) to ensure payment or reimbursement of costs are possible.
   b. Travel above the annual limit requires justification and the traveller should seek advice from their Program Leader, and prior written approval from the Chief Operations Officer.

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<table>
<thead>
<tr>
<th><strong>Contact Officer</strong></th>
<th><strong>CCD Financial Executive Officer</strong></th>
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<tbody>
<tr>
<td><strong>Date Approved</strong></td>
<td>31 January 2012</td>
</tr>
<tr>
<td><strong>Approval Authority</strong></td>
<td><strong>CCD Research Management Committee</strong></td>
</tr>
<tr>
<td><strong>Date of Commencement</strong></td>
<td>27 February 2012</td>
</tr>
<tr>
<td><strong>Review/Amendment Dates</strong></td>
<td>23 September 2013, 5 December 2014, 21 June 2016, 1 February 2017, 10 April 2017</td>
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<tr>
<td><strong>Date for Next Review</strong></td>
<td>30 November 2017</td>
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<tr>
<td><strong>Related Policies, Procedures, Guidelines, Forms or Templates</strong></td>
<td><strong>MQ Travel Policy, USYD Travel Policy, UWA Travel Policy</strong></td>
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