

STAFF DEVELOPMENT, EDUCATION AND TRAINING PROCEDURE

SCHEDULE A - TRAVEL GRANTS

These rates are subject to periodic review.

Note: Travel allowances are calculated to the number of days for periods of SSP(L) leave between two and three months. For periods greater than three months, the travel allowance is rounded down to the nearest month as per the two tables shown below.

To assist in calculating the relevant travel allowance, refer to the University [Travel Portal](#).

1. Travel grants for overseas travel (other than New Zealand)

For overseas travel, see Table 1: SSP(L) Travel grants - overseas.

To assist with incidental costs allowances of up to \$200 may be granted for each dependant (up to a maximum of four) accompanying the applicant overseas. Dependants are persons who are economically dependant on the staff member for the duration of the SSP(L).

Table 1: SSP(L) Travel grants - overseas

PERIOD OF SSP(L) over 2 months and up to	3 months	4 months	5 months	6 and above
Grant	\$8,000	\$9,000	\$10,000	\$11,000

2. Travel grants for travel within Australia (outside Victoria) or New Zealand

For travel within Australia or New Zealand, see Table 2: SSP(L) Travel grants - within Australia (outside Victoria) or New Zealand.

For SSP(L) to be taken within Victoria, a travel grant is not applicable, although in special circumstances (e.g. involving travel as part of the research program) an allowance of up to \$75 per week may be granted.

Table 2: SSP(L) Travel grants - within Australia (outside Victoria) or New Zealand

PERIOD OF SSP(L) over 2 months and up to	3 months	4 months	5 months	6 and above
Grant	\$3,000	\$3,000	\$4,000	\$4,000

3. Travel grants for composite programs

The applicable grant for an SSP(L) program which comprises a combination of interstate and/or overseas destinations, will be calculated as follows:

- where a component period is three months or longer, the applicable amount for each component period will be as given in the relevant tables

- where the component period is less than three months, the grant for that period will be calculated as follows: *(grant applicable for over 2 and up to 3 months) x (no. of days' stay at destination) divided by 61 days*

Except where an international component is involved, the minimum grant payable shall be \$2,000.

The maximum eligible grant is that applicable for a six month period.

In the case of a composite program exceeding six months in duration, the grant will be calculated on the basis of the highest applicable figure for any six month period within the program.

REVIEW

This schedule is to be reviewed by 30 June 2015.

VERSION HISTORY

Version	Approved By	Approval Date	Effective Date	Sections Modified
1	Senior Vice Principal	21 August 2012	21 August 2012	New version arising from the Policy Simplification Project. Loaded into MPL as Version 1.