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# UNSW Travel Assistance Fund for Academic Staff with Disabilities

**Approving Authority:** Vice-Chancellor's Advisory Committee

**Date of Approval:** May 1998

**Last Amended:** March 2010

**Contact Officer:** Manager, Workplace Diversity

## 1. Objective

UNSW established the Travel Assistance Fund as part of its commitment to support the research activity of academic staff members with disabilities. The Travel Assistance Fund for Academic Staff with Disabilities is not a substitute for existing arrangements for the funding of travel for SSP or conferences but may contribute to the additional expenses incurred when with travelling with a disability.

Please note that when academic staff members with disabilities are travelling at the direction of the University, reasonable adjustment provisions apply and reference should be made to the [Reasonable Adjustment Guidelines for Managers of Staff and Potential Staff with Disabilities](#).

The Fund is administered by the Executive Officer to the Deputy Vice-Chancellor (Academic) who will report annually to the Deputy Vice-Chancellor (Academic) on the Fund.

## 2. Eligibility

Applicants must be members of the academic staff with disabilities who:

- have applied to attend a conference, other research related activity, or for SSP for which the applicant will be paying part of the associated costs;
- have obtained approval for leave for the proposed activity;
- have been granted UNSW funds specifically to cover normal costs for travel for the proposed activity;
- require extra financial assistance in order to cover particular travel needs caused by their disability;
- are employed as full-time or part-time academic or research only staff (including Postdoctoral Fellows) at UNSW whether fixed term or continuing appointments. Full-time postgraduate or undergraduate research students and casual staff are not eligible to apply.

Assistance from the Fund is not available for travel on additional leave (recreation, long service, and leave without pay) which is taken in conjunction with the voluntary activity.

## 3. Assessment Criteria

Assessment of UNSW's contribution towards the specific travel requirements will be in accord with the principles of reasonable adjustment in relevant disability discrimination legislation.

Assessment will normally be made from the documentation provided by the applicant, which must include an estimated itemised budget.

Further information may be sought from the applicant. The Assessment Committee may seek advice from professionals external to the Committee or the University as may be necessary to assist in the assessment. The Assessment Committee will also require medical or other relevant evidence in support of an application for funding.

The Assessment Committee may not approve an application for funding if, following consideration of all circumstances, it is decided that the adjustments are not reasonable or would impose unjustifiable hardship on UNSW.

#### 4. Applications

Completed application forms should be forwarded to the Executive Assistant to the Director, Human Resources with the following attachments:

1. Copy of application form sent to School/Faculty for conference travel or SSP
2. Written confirmation of conference participation
3. Itinerary and estimated budget:
  - one standard (i.e. for a person not requiring adjustment)<sup>1</sup>
  - one for what is required to provide the necessary adjustments for the disability

All applications will be treated confidentially.

#### 5. The Assessment Committee

The Travel Assistance Fund Committee will assess applications for support from the Fund. Its membership will comprise:

- the Convenor, President of the Academic Board or nominee of the Deputy Vice-Chancellor (Academic)
- Manager, Workplace Diversity;
- Director, Risk Management.

#### 6. Notification of Outcome

Following assessment, the Application Administrator will normally notify applicants of the outcome within one month of their application.

##### **Exchange rates**

*All estimated costs including transport will be subject to exchange rate fluctuations both up and down:*

- *if payment for the service is by cash (supported by receipts) the reimbursement should be at the exchange rate when the cash was obtained (supported by transaction documentation);*
- *if payment was by credit card, reimbursement should be at the date of the actual credit card-transfer/payment (either by cash or by bank reimbursement, supported by credit card statements) in Australia.*

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<sup>1</sup> Standard itinerary and budget estimate should be based on best information available at the time the application is being prepared.

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## 7. Appeal Against Unsuccessful Application

An unsuccessful applicant may, within two weeks of notification of the application outcome, request the Deputy Vice-Chancellor (Academic) to review the decision. Applications that do not include the following will not be processed.

- Copy of documentation for research activity submitted to school/faculty attached: ☐
- Written confirmation of conference participation attached: ☐
- Evidence of medical condition requiring adjustment attached: ☐
- Travel itinerary attached: ☐
- Estimated standard budget: ☐
- Estimated budget inclusive of adjustment attached: ☐
- Other relevant documentation: ☐

Archived Document

# UNSW TRAVEL ASSISTANCE FUND FOR ACADEMIC STAFF WITH DISABILITIES

## Application

### Personal details

- |  |                      |                |
|--|----------------------|----------------|
| 1. Family Name:                              | First/given name(s): |                |
| Title:                                       | Employee ID:         |                |
| 2. Work phone:                               | fax:                 | email address: |
| Home phone:                                  | Mobile phone:        |                |
| 3. Academic level:                           |                      |                |
| 4. School/Department/Centre/other work unit: |                      |                |
| 5. Faculty/Division:                         |                      |                |
| 6. Contact address:                          |                      |                |

### Proposed activity (attach separate sheets as necessary)

- |   |   |                                |
|---|---|--------------------------------|
| 7   | <input type="checkbox"/> SSP<br><input type="checkbox"/> Conference<br><input type="checkbox"/> Other (specify) | 8. Dates From: To<br>Location: |
| 9. Please attach copies of application for and confirmation of grant or discretionary UNSW funds for the proposed activity, including amount granted from your faculty, school or other UNSW funds. |   |                                |
| 10. Please attach budget for proposed activity, including estimated expenditure, discretionary funds granted from UNSW, and any other sponsorships or financial assistance.                         |   |                                |

### Reasonable adjustment(s) requested (attach separate sheets as necessary)

- |  |
|--|
| 11. Mode(s) of travel:   |
| 12. Nature of disability:  |
| 13. Specific travel needs:   |
| 14. Documentation from medical practitioner specifying special travel needs attached <sup>2</sup> <input type="checkbox"/> |
| 15. Budget itemising estimated costs of provision for special needs is attached <input type="checkbox"/>                   |
| 16. Please attach any other documentation that you consider necessary to support your application.                         |

### Signatures

- I declare that, to the best of my knowledge, the information provided is accurate.
- |  |       |
|--|-------|
| Employee's signature:                    | Date: |
| Head of School/Budget Unit<br>Signature: | Date: |

**Submit completed application via email to Application Administrator:**  
Samantha Blake, Executive Assistant to the Director, Human Resources)  
University of New South Wales, Sydney 2052  
Ph: 02 9385 2714, Fax: 02 9385 1088, Email: [Samantha.blake@unsw.edu.au](mailto:Samantha.blake@unsw.edu.au)

<sup>2</sup> <sup>1</sup> Not required if previously provided to the assessment committee by the applicant