

The Australian National University

MANUAL
for
FIELD WORKERS

**Attached to the Research Schools of
Social Sciences and Pacific Studies**

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Introduction

This manual has been prepared as a guide for scholars and members of staff in formulating field work estimates. It incorporates University policy which in the past has been determined in the light of experience and problems encountered.

Should a particular problem be encountered by a field worker in preparing his field work estimates and one which is not covered by a particular section of this manual the matter should be outlined in a memorandum for the Head of the Department to refer to the Director to consider the point involved and make a decision.

Definition of Field Work

Field work is a period of time spent away from the University collecting material pertinent to a particular piece of academic research. Such research should be quite distinct from that normally undertaken during study leave where this applies. For this reason it sometimes becomes apparent that a field work proposal is more appropriate to study leave. Where doubt exists this matter should be referred to the Assistant Registrar I.A.S. in the first instance for his opinion.

Underlying Principle of Field Work

The important point on field work is that the financial assistance extended by the University to field workers is designed to cover the additional costs incurred in undertaking the field work. Thus the aim is that no field worker should make a profit nor should he be out of pocket. It is therefore in the field worker's interest to retain receipts and documents relating to expenses incurred while on field work supporting his statement of expenses when submitted in final form.

— CHAPTER I —

CONDITIONS FOR PAYMENT OF WIFE'S TRAVEL

Preamble

1.1. University policy regarding payment by the University of the expenses of the wife of a scholar or of a member of staff when it is desired that she should accompany him on field work is as follows :-

- 1.1.1. The contribution to expenses will be the costs of the wife's travel to and from the field, and a contribution to her living expenses as set out later in this chapter.
- 1.1.2. If the Head of Department concerned is satisfied that the application satisfies the criteria set out later in the chapter, he may recommend payment to the Head of School.
- 1.1.3. The Head of School may approve the application, but this approval is to be reported to the Board of the Institute of Advanced Studies before the wife leaves Canberra.
- 1.1.4. The University will not pay fares or accept the responsibility for children taken on field trips; nor will any responsibility be accepted for children left behind if the wife accompanies the husband on a field trip.

1.2. Criteria for Determining Whether Wife's Fares Should
Be Paid By University

When a married research worker goes into the field to carry out a research project sponsored by the University, his wife can either stay behind or accompany her husband. In general, it would be more expensive for her to travel than to stay at home, the main expense being her fare to and from the field. If better research will result from a wife going into the field with her husband it is in the interests of the University to pay her fare. Some departments are likely to be concerned more frequently than others, but the same criteria can be applied to all.

1.2.1. Value of wife's presence

1.2.1.1. There are many types of inquiry in which a wife who is qualified in her husband's field or in a related field can contribute to the success of the research, making it possible to achieve much more work in a given time, and in some cases to undertake tasks that could not be successfully and especially where routine tasks are to be performed, the help of a wife can greatly increase the amount of work done even though she be not highly qualified.

1.2.1.2. In certain types of work, especially ethnologically orientated research, a wife's presence may make possible inquiries that would not be feasible for a man: a male research worker may find himself excluded from a range of women's activities, and his wife's presence may further enable him to disarm hostility if

she provides treatment of wounds and illnesses, and engages in other time-consuming activities which are productive of rapport rather than information.

1.2.1.3. None of these arguments have validity if a wife is merely doing work that the husband should do himself. If it is intended to take a wife on short field trips (under nine months in duration), it is necessary to demonstrate in each case that she can make a distinctive and substantial contribution to the research, before any application for payment of her fares can be considered.

1.2.2. Wife's suitability

1.2.2.1. The wife herself must meet certain other criteria in order to show that she will be useful. They may be listed simply as :-

- 1.2.2.1.1. Readiness and ability to contribute in time and effort to her husband's research;
- 1.2.2.1.2. Willingness and ability to endure the same working conditions as her husband, however primitive, uncomfortable or exhausting these may be;
- 1.2.2.1.3. Ability to make direct contact with her informants in their own language within a reasonable time, or alternatively to provide the technical assistance needed by her husband.

1.2.3. Long Absences

1.2.3.1. The above considerations in parts 1.2.1. and 1.2.2. arise from the immediate contribution that a wife's presence can make to her husband's research. Where the field research

will last for nine months or more, the travel expenses of the research worker's wife may be met by the University, irrespective of any research contribution she may be able to make, provided the wife is with her husband for at least six months of this time.

1.2.4. Allowances to Wife

1.2.4.1. The calculation of these allowances is shown in more detail elsewhere in this manual based on the following principles:-

1.2.4.1.1. Married Student, without children

In paying a wife's fare to the field, the University expects the wife either to assist her husband with his work or to support herself if this is possible.

The Living Allowance is normally :

The amount by which 60 per cent of combined basic rate exceeds two thirds of scholarship stipend, plus any part of the remaining 40 per cent of the combined basic rate which exceeds half the wife's income while in the field. (Please refer 3.9.1.2.)

1.2.4.1.2. Married Student, with children

Where the wife's fare is paid by the University, the Living Allowance is normally :

Combined basic rate for the student and wife only, less two thirds of basic scholarship stipend and two thirds of the allowance for a wife not in employment. The student must normally meet all expenses of his children from his remaining allowances, and will be asked to

show what proportion of total family living costs is attributable to children. However, in cases of hardship, the Director may, on the recommendation of the Department, consent to waive some part of the contribution made by the student from his scholarship stipend towards the combined basic rate approved for himself and his wife. (Please refer 3.9.1.3.)

1.2.5. Where the rules permit the payment of the travel expenses of a student's wife to the field and back, and where financial saving to the University would be achieved thereby, this shall always be done and the living allowance calculated accordingly for one establishment wholly removed to the field, unless the student can show good reasons for his wife not to accompany him. A student with children will not be required to take his wife to the field if he does not wish to.

— CHAPTER II —

FIELD WORK EXPENSES

STAFF

2.1 Definitions

2.1.1. Absences from Canberra to carry out work elsewhere usually fall into one of two categories. Short visits, normally lasting no more than a few days, to capital cities and other large towns to carry out library research and similar activities are classified as duty absences and the expenses involved are in many cases chargeable to the Departmental Field and Survey vote. The University has made rules about the payment of per diem allowances for these trips, and details may be obtained from the Business Manager. However a list of current rates is shown as Appendix 1.

2.1.2. Some short absences from Canberra and most other journeys away are regarded as field work, and this manual sets out how expenses incurred on these absences are handled. The underlying principle as mentioned before, which everyone going into the field is asked to accept and to apply, is that a field worker should not profit financially from engagement in field work, nor suffer undue hardship.

2.1.3. Most allowances are accountable, but some are not. Allowances for main travel and local travel are accountable to the Head of the Department and through him to the Accountant via the Business Manager. Allowances for field equipment are accountable to the Head of Department, as are allowances for field expenses except possibly for specially indicated items, such as photographic films. The Accountant will not normally be concerned with the details of payments for field equipment and field expenses. The living allowance is sometimes accountable to the Head of Department and sometimes not but at the beginning

of a field trip, before the allowance is determined, details of relevant expenditure are needed.

2.1.4. A field worker is normally not required to produce evidence about how he has used a non-accountable allowance, although if he wishes to demonstrate that the allowance is inadequate he must show in detail the expenses he has had to meet. Accountable allowances are paid only to the extent that expenses are actually incurred. Wherever possible receipts for these expenses should be presented as evidence of payment. It is realised that under field conditions it will often be impossible to obtain receipts, and full details of the unreceipted items must be included in the Financial Statement submitted by the field worker on his return.

2.2. Procedure

2.2.1. Before Departure

2.2.1.1. The field work programme of members of staff should be planned well in advance, in order that it may be allowed for accurately in drawing up annual departmental budgets. Normally not less than a month before any period of field work actually begins, the field worker prepares detailed estimates under the following headings: Main travel, Local travel, Field equipment, Field expenses and Net living allowance (details on each category are given later in this Chapter). The form to be used is shown as Appendix II. Copies of this form are available at the Business Manager's office.

2.2.1.2. This statement requires the approval of the Head of Department, who will send two copies to the Business Manager of

the School, one to be forwarded to the Director for information and for discussion if major budgetary provision is required or any aspect of policy is involved. The second copy will be retained by the Business Manager who will advise the Head of Department if the Director raises an objection. A summary statement, giving only the estimated total cost of the project, and the figure estimated for Main Travel (included in the total), will be placed on the individual's personal file and this will be referred to the Accountant by the Business Manager, who will have assured himself that funds are available for the project in the current departmental budget. Travel bookings may then be made through the Travel Clerk on a requisition (see Appendix VI) which must be forwarded through the Business Manager initially; in some cases the field worker may make his own travel bookings, but a requisition should follow later. If the field worker needs an advance, this may be authorised on the instruction of the Head of Department, who will advise the Business Manager accordingly and further advances may be made in the same way during the course of field work at regular intervals nominated by the field worker. If it will be necessary for the field worker to purchase a vehicle in the country where he will be undertaking the field work he will be required to make special arrangements. In such cases the Business Manager is to be consulted. A format of the letter necessary for such an arrangement is outlined in Appendix III.

N.B. If the field worker intends to take his wife/wife and children to the field and seeks University aid, he must make application through his Head of Department to the Director normally not less than two months before field work is expected

to begin. Application for variation of the rules for any reason should also normally be made not less than two months before the field work is expected to begin. Application for variation of the rules for any reason should also normally be made not less than two months before the start of field work.

2.2.2. During field work

2.2.2.1. Field workers are asked to keep a record of their expenses, distinguished according to the classes listed above, and carefully to preserve all receipts. Those who are absent from Canberra for long periods of time should, at appropriate intervals, prepare interim consolidated statements of their expenditure under the main headings, and submit these, together with available receipts to the Head of Department who will pass them to the Business Manager for retention until the final statement is submitted. Any comments relevant to the adequacy of the budget allowance for the remainder of the field trip and, if called for, a proposal to the Head of Department for significant variation of the budget, may be made at such times. Where it is apparent the budget allowance is insufficient the Head of Department should be notified without delay.

2.2.3. After return

2.2.3.1. As soon as possible after return to Canberra, the field worker should prepare a consolidated statement of expenditure on the form provided (please refer Appendix II). Any request for final retrospective variation of allowances should be made at this time.

2.2.3.2. The completed statement, together with all supporting vouchers, will be checked by the Business Manager for validity and accuracy, who will then arrange settlement with the field worker after approval has been given by the Head of Department.

2.3. Summary of Departmental Procedures

- 2.3.1. The field work programme of a member of staff should be planned as far in advance as possible, if, over a two year period the cost is expected to exceed \$4,000 the programme should be referred to the Director at this stage.
- 2.3.2. If wife to be taken with University support, permission in principle to be sought from the Director 6 - 8 weeks in advance. However, final approval will depend on approval of the budget, when submitted.
- 2.3.3. Preliminary budget estimates drawn up by field worker 4 - 6 weeks in advance wherever possible.
- 2.3.4. Budget estimates reviewed by Head of Department and finalized.
- 2.3.5. Two copies of budget estimate to be sent to Business Manager who will refer one copy to the Director if necessary, 4 weeks in advance wherever possible.
- 2.3.6. Where applicable Business Manager to advise Head of Department of Director's comments when obtained.
- 2.3.7. Opening statement and travel requisition (where applicable) to be sent to Business Manager and advances requested. (N.B. in cases of urgency, this may be done

provisionally, but not before the budget statement is sent to the Business Manager).

- 2.3.8. A copy of the budget statement to be given by the Department to the field worker.
- 2.3.9. Interim financial statements to be made through the Department to the Business Manager in the course of field work.
- 2.3.10. Final financial statement to be prepared by the field worker in consultation with the Business Manager as soon as possible after field work is complete, and to then be placed before Head of Department for approval.
- 2.3.11. Business Manager to arrange settlement with field worker.
- 2.3.12. Receipts of items other than travel will be attached to the claim on which settlement is made.

2.4. Classes of Expenditure

2.4.1. In budgeting and preparing accounts, all expenses are grouped under five headings, as follows :-

- 2.4.1.1. Main Travel : Includes travel from Canberra to the place of research by whatever means. Fares and excess baggage charges are normally covered by travel warrant and paid directly by the University, through the Travel Clerk. Main travel may be paid by the field worker, but in such cases it must be acquitted in full to the Head of Department and through him to the Accountant. Carriage of goods to and from the field should also be entered under main travel.

Within Australia and abroad, travel will normally be by first-class rail. Over longer distances, the use of air transport may be authorised by the Head of Department wherever the saving in time is appreciable and worthwhile. Tourist and economy class air travel, within Australia and abroad, should be used wherever available. If a private vehicle is used, where satisfactory public facilities exist, the payment will not exceed the cost of travel by public transport unless the use of private transport is considered necessary to facilitate the research project. In the latter case, and also where no satisfactory public transport facilities exist, a standard mileage rate based on the horsepower of the vehicle will be paid. In either case, the worker must accept full responsibility for wear and tear, damage and repair to his vehicle and for its registration and adequate insurance. Where mileage allowance is paid no claim for damage to the vehicle by whatever means will be considered.

- 2.4.1.2. Local Travel : Includes all travel within the field area (unless this is otherwise covered by use of a University vehicle, or where intra-urban commuting is included in a living allowance). Taxis, the hire and maintenance of vehicles, boats, horses, etc., local air charters and all local side journeys should be entered under this heading. Costs of portorage should also be included. The University Auditors require receipts for main and local travel, wherever possible, and these must be

carefully preserved. Items for which no receipts are available (e.g. taxis, human portage) should be entered under this heading, but separately from items covered by receipts.

2.4.1.3. Field Equipment : Includes all items of a durable nature purchased by the field worker. Each field worker should investigate what can be obtained, or borrowed, from departmental or School stores such as typewriters, tape recorders, etc.; purchase of large items that cannot be provided from the department and School pools of equipment must be authorised in advance by the Head of Department and the items acquired will become part of the departmental equipment pool. Maps, photographs, documents, etc. purchased in the field should be treated as field equipment.

Cameras, other scientific instruments, and, in general, all items provided from departmental and School equipment pools should be brought back to Canberra on completion of the field trip. Other items which are of no further value, and which would not repay the cost of transport back to Canberra, should be given away or otherwise disposed of at the end of a project, and only items of continuing value retained. Before items are given away or disposed of, the field worker should check with the Head of Department that none of them is required for further use. Some goods may be stored away from Canberra, as in New Guinea; others brought back to the University. When in doubt on this question, consult the Head of

Department or his nominee. Items purchased which are of high value and long life must be reported to the School's Inventory Clerk by the Department, through the Business Manager; likewise any inventory items which are to be written off (lost, given away, or damaged beyond repair).

2.4.1.4. Field Expenses : This may include the following :-

Payments and gifts to guides, informants, helpers
 Wages of an interpreter
 Cost of tuition in a foreign language in the field
 Construction of a field base
 Special lighting and heating costs (e.g. Kerosene)
 Air freight on supplies and other special costs
 due to location
 Necessary medical supplies and services
 Microfilm costs
 Translation costs
 Recording tapes
 Photography
 Postage (all items except letters should be
 detailed)
 Stationery
 Insurance premiums paid on privately owned
 equipment, where authorised by the Head of
 Department, equipment on loan from other
 organisations or on other authorised risks
 while in transit or in the field
 (N.B.) University equipment should not be
 insured
 Reasonable storage costs of personal effects
 stored in Canberra during absence.

These items vary greatly with the subject. Photography may be inessential, in which case there will be no allowance, while in other cases it may be an integral part of field recording. A non-accountable allowance,

estimated in advance and fixed retrospectively, may be made to cover 75 per cent of approved photographic costs, where photography is essential to the research. Alternatively, the Head of Department may authorise photographic costs in full (these being accountable) and where this is done ownership and copyright of the resulting materials will remain vested in the University. Similar principles apply to microfilm costs and recording tapes.

Field workers in tropical areas and some areas elsewhere may claim a non-accountable clothing allowance which is normally assessed at about 50 per cent of the cost of clothing and footwear specially purchased for field work. This allowance may be estimated in advance and fixed retrospectively. Wear and tear of personal gear may also be taken into consideration. While the size of the allowance will vary greatly according to the type and duration of field work, it will only exceptionally exceed \$60 in any one period of 12 months and will normally be less.

- 2.4.1.5. Living Allowance : Field work should be carried out as economically as possible, provided that the health and personal efficiency of the field worker are not impaired, and provided the requirements of the research are met. Nevertheless there are wide variations in the standards of living desirable and possible in the field and these need not necessarily be those enjoyed in Canberra. Some field inquiries are made most effectively when the

field worker lives at a material standard close to that of the people he is studying or among whom he is working. In towns the field worker may have no choice but to live in such hotels as are available. So far as possible a field worker should make use of inexpensive accommodation. Before leaving Canberra the field worker should discuss with the Head of his Department what mode of living he should follow in the field. The basic rate, or rates, approved for this mode of living will be used as a basis in the preparation of the budget. Once a rate is finally approved, the field worker will not be asked to justify in detail his claim for living costs, unless he claims that the rate approved has been inadequate.

Members of staff who leave dependents behind in Canberra or elsewhere while in the field will receive their basic field living costs in full. Members who remove their establishment to the field, including those who take their wives with University aid (but excluding those who take their wives without University aid), will be expected to make some contribution towards their field living expenses from their own salaries. These contributions will be based on a standardised evaluation of expenses they save through absence from Canberra, taking account of those additional costs arising from field work which cannot be directly claimed.

The following principles are laid down :-

- 2.4.1.5.1. Members of staff without dependents who relinquish or sublet their Canberra accommodation in their

absence should deduct \$24 per week from their claims for field living expenses. Those who cannot sublet Canberra accommodation should deduct \$8 per week.

- 2.4.1.5.2. Under certain conditions the University will pay the travel expenses of a wife who accompanies her husband on field work. These conditions are set out in Chapter I - 'Conditions for Payment of Wife's Travel'. A member of staff who is assisted in this way may claim basic field living expenses for both husband and wife, but should deduct \$12 per week from this claim. If they are able to sublet or relinquish Canberra accommodation they should also deduct an additional \$16 per week. If it is necessary to take children to the field, this latter deduction may in some circumstances be waived.

If the rules permit the payment of travel expenses of a staff member's wife to the field and back, and if financial saving to the University might be achieved thereby, a staff member taking his wife and family will proceed as described here. Only where the rules preclude the payment of a wife's fares shall members of staff who take wives and families to the field normally claim expenses as though maintaining two establishments.

— CHAPTER III —

FIELD WORK EXPENSES

STUDENTS

3.1. Preparation of General Estimates

3.1.1. As soon as possible after a student's arrival in Canberra a field work programme for the whole period of the course is drawn up in consultation with the supervisor concerned and entered up on the field worker's card (see Appendix IV). The field work may consist of a sequence of short visits within Australia or one or more longer trips elsewhere or overseas. Isolated short trips to capital cities in Australia are handled in a different way (see Appendix V). For such visits also refer to Appendix VIII for per diem rate and procedure to be followed.

3.1.2. The estimates are prepared under the headings shown on the card :-

1. Main Travel
2. Local Travel
3. Field Equipment
4. Field Expenses
5. Net Living Allowance

3.1.3. The totals for each trip should be shown; a total for all trips; and a dissection between financial years (which run from 1 July to 30 June). When a trip straddles two financial years the dissection should be made on the basis of when the expenditure will be incurred by the University (thus, the return air fare if paid before departure will normally be included in the earlier financial year). In addition, a short statement should be attached to the card outlining the nature of the work, the expected dates of departure and return and any special features or problems. One photocopy of the card and supporting statement (if needed) should be forwarded to the Business Manager. The original card and attachment are to be retained in the Department

for reference by the Head of Department or his nominated representative.

3.2. Preparation of Detailed Estimates

3.2.1. Not less than four weeks before each trip an estimate is prepared on the form provided (see Appendix II) which sets out the details of the items of expenditure to be incurred under each of the five headings listed on previous page. Three copies are prepared, signed by the Head of Department, and distributed. One copy should be sent to the Business Manager, one retained in the Department, and one copy given to the student. (When a number of brief trips are to be made in a short period - say within six months - one statement should cover them all).

3.2.1.1. Incurring Expenses : no expense should be incurred before approval has been given for the particular field work trip. The Travel Clerk may be asked to make tentative bookings but only on the understanding that these have to be confirmed by a Travel Requisition (see Appendix VI) forwarded initially through the Business Manager - see later.

3.2.1.2. Advances : applications for an advance cannot be dealt with by the Business Manager until approval has been given by the Head of Department.

3.2.1.3. Taking Wife and Children to Field : this is discussed in Chapter I. If the student wishes to have University assistance for fares etc. an application must be made to the Head of Department and Director not less than eight weeks before field work is due to begin. The

continuation of the payment to a research scholar of a non-working wife allowance while the wife is away from Canberra must be approved by the Vice-Chancellor through the Business Manager.

3.2.1.4. Vehicles : the purchase of vehicles for field work must be arranged with the Business Manager. A format of the letter required for this purpose is detailed in Appendix III. Use of University vehicles is covered in a separate document.

3.2.1.5. Travel Bookings : travel bookings (or the confirmation of tentative bookings) can only be made after the trip has been approved by the Head of Department (see 3.2.1.1. Incurring Expenses). The bookings are made through the Travel Clerk on a requisition authorized by the Head of Department and countersigned by the Business Manager. (This ensures that the field worker is covered adequately by insurance).

3.3. Formalities

3.3.1. All formalities, including passports, visas, travellers' cheques, vaccinations, inoculations, etc. are the responsibility of the student. The department will, of course, provide letters of sponsorship where these are required. The Business Manager will arrange to obtain entry permits for New Guinea, but it will be necessary to initiate the formalities associated with T.P.N.G. entry permits at least six weeks before the commencement of the field work. Vaccination and inoculation expenses not covered by a medical benefits fund can be claimed under field expenses.

3.4. Excess Baggage Voucher

3.4.1. An excess baggage voucher (similar to a bank letter of credit) will be used but must be returned to the Business Manager at the conclusion of field work. The letter of credit specifies in cash the value of excess baggage allowed. The student is counselled to maintain a watchful eye over his baggage while in transit, particularly in T.P.N.G., or in other words - 'NEVER' get separated from your baggage.

3.5. Keeping Accounts

3.5.1. A cash entry book should be taken on field work. All expenses should be noted on separate pages under the headings Local Travel, Field Expenses, etc. All items, whether or not receipts are available should be listed. Receipts should be numbered and listed by these numbers in the cash book. Unreceipted items of \$4 or more must be separately listed though small items can be grouped up to this value. Where estimates include items to be bought by the field worker these should be paid for in cash or by cheque. Invoices must not be sent to the University unless an arrangement has been made with the Business Manager in advance.

3.6. Monthly Reports

3.6.1. Students away for a period of more than two months should send a statement of their accounts once a month to their supervisor. Attention should be drawn to any significant variations from the original estimates. Receipts should be attached. These statements and receipts will be held by the

Business Manager until the field worker returns and prepares a consolidated account for the whole period. The student is expected to keep within the estimates under each heading. Any increase on these MUST be authorized IN ADVANCE by the supervisor or the Business Manager. In case of emergencies the Business Manager MUST be informed immediately. Failure to observe these rules may make the student liable to meet the extra expenditure out of his own pocket.

3.7. Statement of Expenses

3.7.1. Immediately on return from the field each student must prepare a consolidated return of expenditure on the form provided for this purpose (see Appendix II). In some instances it may be more convenient to list field expense and field equipment items on separate sheets. At this stage any final retrospective variation of non-accountable allowances may be made in consultation with the Head of Department. The form, more detailed attachments, and receipts should be submitted to the Business Manager (who will check them, add details of expenditure incurred directly by the University, and submit them for approval to the Head of Department). Final settlements of amounts owed by or to the student will then be made.

3.7.2. If some bills are outstanding and are likely to remain outstanding for some time an interim statement should be submitted indicating, if possible the nature and amount of these accounts. This interim statement and list of outstanding accounts can easily be compiled from the field worker's field cash book.

3.8. Classes of Expenditure

- 3.8.1. Main Travel : includes travel between Canberra and the field by whatever means. Fares are usually paid by travel warrant through the Travel Clerk (refer 3.2.1.5. Travel Bookings).

Within Australia and abroad students' travel will normally be by economy, tourist or second class, where these are available except that on overnight rail journeys the class of travel necessary to secure a sleeper may be used. However travel to New Guinea will be by first class air if travelling on other than the jet service. Some special cases arise where, because of charges for luggage necessarily carried, it may be cheaper to use first rather than tourist accommodation. In cases of doubt on this matter, the Business Manager should be consulted.

If a private vehicle is used, where satisfactory public facilities exist, the payment will not exceed the cost of travel by public transport. If public transport facilities do not exist or if the University agrees that the use of private transport would facilitate research a standard mileage allowance (depending on the horsepower of the vehicle used) will be paid. This assessed allowance includes components to cover all wear and tear, damage, comprehensive insurance, registration, and other expenses; claims for additional expenses incurred will not therefore be considered. Written permission to use a private vehicle must be obtained in advance by means of a written application

to the Head of Department which, if recommended, may be approved by the Vice-Chancellor.

3.8.2. Excess Baggage may be authorised in some circumstances. The University will only permit excess baggage in cases where it is deemed absolutely necessary. The need for excess baggage can often be avoided by careful selection and consideration of the quantity and type of goods sent in advance. Estimates involving excess baggage must indicate the particular need and circumstances for this.

3.8.3. Goods sent in advance. Heavy or bulky goods should normally be sent in advance. Shipping services are sometimes not frequent and it is up to the student to find out when an appropriate vessel is scheduled. Through the Business Manager space should be booked on the vessel and arrangements made with the Department of Supply for the goods to be taken from Canberra to the wharf. Students are responsible for obtaining crates or containers, packing the goods, and labelling; they are also responsible for insuring personal items (though this is an allowable field expense - see later). However where the packing involves valuable and fragile equipment consideration may be given to employing a reputable firm of packers to undertake the task. Such a matter should be discussed in the first instance with the Supervisor. A list of the goods packed in each container (which should be numbered) should be made so as to facilitate insurance claims by the University or field worker should the need arise. When goods are

consigned to a particular organization (such as the New Guinea Research Unit) it should be informed of the arrangements being made well in advance. Similarly when goods are consigned back to the University the Business Manager and the department concerned should be informed.

Receipts are required for all items of Main Travel.

- 3.8.4. Local Travel : includes all travel within the field area (unless this is otherwise covered by the use of a University vehicle or where intra-urban commuting is included in a living allowance). Taxis, the hire and maintenance of vehicles, boats, horses, etc., local air charters and all local side journeys should be included. Costs of portorage should be added also. Where local travel involves the use of aircraft, helicopters, etc. the field worker must take out an insurance policy for a minimum of \$14,000 and the policy should be posted to the Business Manager before the flight is made. The premium for \$14,000 is an allowable expense.

Receipts are required for items of local travel where possible.

- 3.8.5. Field Equipment : includes all items of a durable nature purchased by or for the field worker. A certain amount of equipment is already available in the School and departments and a check should be made to see whether items are already available. Purchases of large items of field equipment must be made on a requisition signed by the Head of Department. Small items of equipment

up to the value of \$4 may be purchased by the field worker from shops in the ordinary way. Maps, photographs, and documents purchased in the field and needed by the Department should be treated as field equipment. Information should be obtained in advance about the disposal of any items purchased in the field and costing \$4 or more; no such items may be given away or disposed of without prior approval. Items of which the disposal is not approved go on to the departmental inventory. The working rule is that items which have deteriorated or have little further value can be left in the field area, provided authority is obtained in advance, because it would not repay the University to transport them back to Canberra. Sometimes, however, a department may be able to see a use for such items for another field worker in or about to go to the same area. Items stored in New Guinea and elsewhere are retained on the inventory of the department concerned. Instructions should be sought about items lost or damaged and a full account of the event should be written while still fresh in the mind. Normally a report should be made immediately to the Business Manager and a copy sent to the supervisor.

3.8.6. Field Expenses : Includes a wide range of items such as:

- Payments and gifts to guides, informants, helpers
- Wages of an interpreter
- Cost of tuition in a foreign language in the field
- Construction of a field base
- Special lighting and heating costs (e.g. kerosene)
- Air freight on supplies and other special costs due to location

Necessary medical supplies and services
Microfilm
Translation costs
Recording tapes
Official postage (all items except letters should
be detailed)

Stationery

Insurance premiums paid on privately owned
equipment, equipment on loan from other
organizations or on other authorized risks
while in transit or in the field.

(N.B.) University equipment should not be
insured.

Reasonable storage costs of personal effects
stored in Canberra during absence, unless
these can be stored in the University.

All these are accountable items: the allowance for each item will depend on the nature of the field work and will be determined in advance by the supervisor. Field workers in tropical areas and some areas elsewhere may claim a clothing allowance which is normally assessed at about 50 per cent of the cost of clothing and foot wear specially purchased for field work. This allowance may be estimated in advance and fixed retrospectively. Wear and tear of personal gear may also be taken into consideration. While the size of the allowance will vary greatly according to the type and duration of field work, it will normally be \$40 in any one period of 12 months (and pro rata for shorter periods) but in no circumstances is it to exceed \$60. Receipts supporting the expenditure incurred on clothing may be required. Normal wear and tear on luggage will not be considered but damage of an unusual nature may be considered.

Photography may be inessential in which case no allowance will be made. In cases where it is an integral part of field recording a non-accountable allowance will be estimated in advance and fixed retrospectively to cover 75 per cent of approved photographic costs.

Alternatively, the Head of Department may authorize photographic costs in full (these being accountable) in which case ownership and copyright of the resulting materials will remain vested in the University. Similar principles apply to microfilm costs and recording tapes.

Worker's Compensation for ad hoc employees. In order to provide adequate coverage under worker's compensation it will be necessary for the field worker to forward to the Business Manager at the commencement of the term of engagement the following particulars of ad hoc employees : (a) full name(s) of worker; (b) period of employment with dates; (c) agreed wage paid. Such an arrangement is also necessary if the field worker is to be assisted by a friend.

- 3.8.7. Living Allowances. Field work should be carried out as economically as possible, provided that the health and personal efficiency of the field worker are not impaired, and provided the requirements of the research are met. Nevertheless there are wide variations in the standards of living desirable and possible in the field and these need not necessarily be those enjoyed in Canberra. Some field inquiries are made most effectively when the field worker lives at a material standard close to that

of the people he is studying or among whom he is working. In towns the field worker may have no choice but to live in such hotels as are available. So far as possible a student should make use of inexpensive accommodation. Before leaving Canberra the student must discuss with his supervisor what basic living rate seems appropriate to his research; the approval of the Head of Department must be obtained. After some experience of actual conditions in the field, the rate may be varied up or down as necessary.

The basic rate, or rates, approved, will be used as a basis for the preparation of the budget. Once a rate is finally approved, the field worker will not be asked to justify in detail his claim for living costs, unless he claims that the rate approved has been inadequate. Some typical basic field work rates are outlined in Appendix IX but it is emphasised these are for guidance only.

Part of the scholarship stipend, which part varies according to marital status and the number of dependents is regarded as discretionary income which the student is not expected to contribute towards basic field living expenses.

3.9. Calculation of Additional Living Expenses

3.9.1. There are a number of possible situations and the extent to which the University will support living expenses is indicated by the example set out in each case (when a non-working wife allowance is payable it is included in the fortnightly

stipend payment). The payment each fortnight of the scholarship stipend will not be varied as a result of assessing an appropriate living allowance for the duration of the field work. The appropriate deduction of a portion of the stipend as shown in the following examples is the mathematical basis used to determine the living allowance to be paid while the scholar is in the field. Please refer to Appendix VII for Scholar's Schedule of Basic Rates.

3.9.1.1. Single Students

In calculating the extent of support for a single scholar proceeding on field work the basic rate determined will be reduced by two thirds of the scholarship stipend. This represents the amount of his stipend he would need to use if he remained in Canberra.

Thus:

Basic rate agreed on (say)	\$5.00 per day
<u>Less</u> two thirds of stipend	<u>\$4.25 per day</u>
Extent of support is	<u>\$0.75 per day</u>

3.9.1.2. Married Students Without Children

3.9.1.2.1. Wife remains in Canberra and works

Thus:

Basic rate agreed on (say)	\$5.00 per day
<u>Less</u> one third of stipend	<u>\$2.13 per day</u>
Extent of support is	<u>\$2.87 per day</u>

- 3.9.1.2.2. Wife remains in Canberra and does not work
(Note the non-working wife allowance is paid with the scholar's stipend)

Thus:

Basic rate agreed on (say)	\$5.00 per day
<u>Less one third of stipend</u>	<u>\$2.13 per day</u>
Extent of support is	<u>\$2.87 per day</u>

- 3.9.1.2.3. Wife travels to field officially (this means wife's fare is PAID by the University) with field worker and works

The extent of support is the amount by which 60 per cent of combined basic rate exceeds two thirds of stipend plus any part of remaining 40 per cent of combined basic rate which exceeds half of wife's income.

Thus:

Say basic rate agreed on =	\$7.50 per day
. . 60 per cent of \$7.50 =	\$4.50 per day
<u>Less two thirds of stipend</u>	<u>\$4.25 per day</u>
	<u>\$0.25 per day</u>

To this would be added 40 per cent of combined basic rate if it exceeds half of wife's income.

Example I

If wife's income is \$6.00 per day

. . half of income = \$3.00 per day

Now as 40 per cent of \$7.50 = \$3.00 then no additional support can be added to the \$0.25 already calculated.

Example 2

- If wife's income is \$5.00 per day
 .*. half of income = \$2.50 per day
 Now 40 per cent of \$7.50 = \$3.00
 .*. Difference is \$0.50 in favour of wife
 .*. Add \$0.50 to \$0.25 already derived
 .*. Extent of support is \$0.75 per day

- 3.9.1.2.4. Wife Travels to Field Officially with Field Worker and does not work
 (Non-working wife allowance paid if approved by Vice Chancellor. Both fares paid and joint costs assessed)

Thus:

Joint basic rate agreed on (say)	\$7.50 per day
<u>Less two thirds of stipend</u>	\$4.25
Wife allowance not in employment \$1.51	<u>\$5.76</u>
Extent of support is	<u>\$1.74 per day</u>

- 3.9.1.2.5. Wife Travels to Field Unofficially (this means the wife's fare is not paid by the University) with the field worker and works

Thus:

Basic rate agreed on (say)	\$5.00 per day
<u>Less one third of stipend</u>	<u>\$2.13 per day</u>
Extent of support is	<u>\$2.87 per day</u>

Note: Basic rate used is the same as for a single student and the same as for 3.9.1.2.1.

- 3.9.1.2.6. Wife Travels to Field Unofficially with Field Worker and does not work.
(Non-working wife allowance paid if approved by the Vice Chancellor)

Thus:

Basic rate agreed on (say)	\$5.00 per day
<u>Less</u> one third of stipend	<u>\$2.13 per day</u>
Extent of support is	<u>\$2.87 per day</u>

Note: Basic rate and stipend deduction is the same as for 3.9.1.2.1 and 3.9.1.2.5.

- 3.9.1.2.7. Wife lives away from Canberra (but not in field) and works

Thus:

Basic rate agreed on (say)	\$5.00 per day
<u>Less</u> one third of stipend	<u>\$2.13 per day</u>
Extent of support	<u>\$2.87 per day</u>

Note: Basic rate and stipend deduction is the same as for 3.9.1.2.1., 3.9.1.2.5 and 3.9.1.2.6.

- 3.9.1.2.8. Wife lives away from Canberra (but not in field) and does not work

Thus:

Basic rate agreed on (say)	\$5.00 per day
<u>Less</u> one third of stipend	<u>\$2.13 per day</u>
Extent of support is	<u>\$2.87 per day</u>

Note: Basic rate and stipend deduction is the same as for 3.9.1.2.1., 3.9.1.2.5., 3.9.1.2.6., and 3.9.1.2.7.

3.9.1.3. Married Student with Children3.9.1.3.1. Wife remains in Canberra and works
(only child allowance paid)

Thus:

Basic rate agreed on (say)	\$5.00 per day
<u>Less one sixth of stipend</u>	<u>\$1.06 per day</u>
Extent of support is	\$3.94 per day

Note: Basic rate is calculated as for a single person.

3.9.1.3.2. Wife remains in Canberra and does not work
(i) Non-working wife allowance paid
(ii) Child allowances paid

Thus:

Basic rate agreed on (say)	\$5.00 per day
<u>Less one sixth of stipend</u>	<u>\$1.06 per day</u>
Extent of support is	\$3.94 per day

Note: Basic rate used is the same as for 3.9.1.3.1. above.

3.9.1.3.3. Wife and Children travel to field officially and Wife works.

(However in such cases only the fare of the wife will be paid by the University NOT those of the children)
(Child allowances only paid)

Thus:

Joint basic rate agreed on (say)	\$7.50 per day
<u>Less</u> two thirds of stipend	<u>\$4.25 per day</u>
Extent of support is	<u>\$3.25 per day</u>

3.9.1.3.4. Wife and Children travel to field officially and wife does not work

(Again only wife's fare paid. NOT those of children)

- (i) Non-working wife allowance paid
- (ii) Child allowances paid

Thus:

Joint basic rate agreed on (say)	\$7.50 per day
<u>Less</u> two thirds of stipend	\$4.25
Two thirds of non-working wife allowance	<u>\$1.01</u>
	<u>\$5.26</u>
Extent of support is	<u>\$2.24 per day</u>

- 3.9.1.3.5. Wife and children travel to field unofficially
and wife works
(Only fares of the scholar are paid in this case)
(Child allowances only paid)

Thus:

Basic rate agreed on (say)	\$5.00 per day
<u>Less</u> one sixth of stipend	\$1.06 per day

Extent of support is	\$3.94 per day

Note: Basic rate is the same as for 3.9.1.3.1. and 3.9.1.3.2.

- 3.9.1.3.6. Wife and children to travel to field unofficially
and wife does not work
(Fares for student only paid)
(i) Non-working wife allowance payable
(ii) Child allowances payable

Thus:

Basic rate agreed on (say)	\$5.00 per day
<u>Less</u> one sixth of stipend	\$1.06 per day

Extent of support is	\$3.94 per day

Note: Basic rate is the same as for 3.9.1.3.1., 3.9.1.3.2,
and 3.9.1.3.5.

3.9.1.3.7. Wife and children live away from Canberra and wife works
(Only child allowances paid)

Thus:

Basic rate agreed on (say)	\$5.00 per day
<u>Less one sixth of stipend</u>	<u>\$1.06 per day</u>
Extent of support is	\$3.94 per day

Note: Basic rate is the same as for 3.9.1.3.1., 3.9.1.3.2., 3.9.1.3.5., and 3.9.1.3.6.

3.9.1.3.8. Wife and children live away from Canberra and wife does not work
(i) Non-working wife allowance paid if approved by Vice Chancellor
(ii) Child allowances payable

Thus:

Basic rate agreed on (say)	\$5.00 per day
<u>Less one sixth of stipend</u>	<u>\$1.06 per day</u>
Extent of support is	\$3.94 per day

Note: Basic rate is the same as for 3.9.1.3.1., 3.9.1.3.2., 3.9.1.3.5., 3.9.1.3.6. and 3.9.1.3.7.

APPENDIX I

PER DIEM TRAVELLING ALLOWANCE RATES

The attached rates are taken from University Circular No. 457 (Paper 870/1966) and are operative from 12 May 1966.

You will notice that in the case of a staff member the daily rate of Travel Allowance is determined by the actual salary being paid to the member at the time of the business trip.

(1) Staff Members

<u>Members Actual Salary</u>	<u>Daily Rate of Travelling Allowance</u>
to \$6807	\$10.00 per day - 42 cents per hour 11 cents per $\frac{1}{4}$ hour
\$6808 - \$8859	\$11.80 per day - 49 cents per hour 12 cents per $\frac{1}{4}$ hour
\$8860 and above	\$16.50 per day - 69 cents per hour 17 cents per $\frac{1}{4}$ hour
Directors and Deans, Members of Council travelling on Council business	\$21.00 per day - 88 cents per hour 22 cents per $\frac{1}{4}$ hour
	\$4.75 per day when camping out (all staff)

(2) Research Scholars

\$10.00 per day when residing at an hotel

\$3.50 per day when camping out

The above rates are subject to :-

- (a) The journey must involve an overnight absence away from the normal place of duty on authorized journeys within Australia and T.P.N.G. but do not apply to study leave or field research itineraries.
- (b) After 21 days' continuous duty at any one place the rate for subsequent days is reduced by one quarter for married male members and by one third for others.
- (c) Where the daily rate is inadequate because accommodation at a suitable price within the allowance cannot be obtained and this has been established before the journey to the satisfaction of the Business Manager or his counterpart, actual expenses may be claimed to the extent substantiated by receipted bills.
- (d) Scholars and members of staff normally resident in University House receive actual expenses (vide (c) above), or the daily rate whichever is the greater, less any rebate by reason of absence from University House.

Where an overnight absence from the normal place of duty is not involved the following rates apply :-

Breakfast	80 cents
Lunch	90 cents
Dinner	\$1.75

(University Circular No. 456 paper 859/1966)

Attendance at an Approved Conference

An allowance of \$6.00 is payable for each night necessarily spent away plus a first class rail return fare to all except Heads of Departments who receive the normal travelling allowance rate.

Visits between Universities

Subject to prior agreement the cost of such visits shall be shared equally by the A.N.U. and the other body. Travelling allowance will be paid at the appropriate per diem rate.

APPENDIX II

INTERIM/FINAL FIELD WORK FINANCIAL STATEMENT

NOTE: DO NOT INCLUDE ITEMS PAID ON YOUR BEHALF BY UNIVERSITY

NAME

DEPARTMENT SCHOOL.....

MARRIED / SINGLE NO CHILDREN /CHILD(REN) STAFF / STUDENT

ACCOMPANIED BY WIFE WITH/WITHOUT UNIVERSITY AID

TOTAL PERIOD OF ABSENCEYear Weeks Days

State whether single absence or a combined group of short absences.....

Date field work began Date field work ended

Portion of time absent not on official business, if any

1. ITINERARY

(List all journeys as a fare-paying passenger and all hotel stops.
For camping itineraries, etc. state simply 'camping').

From/To	Date	Carrier	Where night spent
---------	------	---------	-------------------------

2. MAIN TRAVEL PAID BY FIELDWORKER (Vouchers must be attached: include
excess baggage)

From	To	Carrier	Cost
------	----	---------	------

Total sum expended on MAIN TRAVEL

3. LOCAL TRAVEL PAID BY FIELDWORKER (Vouchers must be attached where available)

a) Fare-paying Travel with receipts

From	To	Carrier	Cost
------	----	---------	------

b) No receipts available (List taxis, portorage, etc here)

Location	Carrier	Cost
----------	---------	------

c) Travel in a University vehicle

Total mileage travelled

Expenses (Give details, and attach vouchers where available)

d) Travel in a private vehicle (This may be done only with prior authority)

Total mileage travelled on official business

Horsepower of vehicle Appropriate rate per mile

Total claimed

e) Travel in a hire or charter vehicle/other carrier (Attach vouchers where available)

Name of hirer	Area	Cost
---------------	------	------

Total sum expended on LOCAL TRAVEL

4. FIELD EQUIPMENT PURCHASED BY FIELDWORKER (Attach vouchers for retention by the Department. Note by items whether disposed of (D), stored away from Canberra (S) or returned to Canberra (C))

Items costing over £2 or equivalent in local currency

Item	Supplier	Cost	Receipt No.
------	----------	------	-------------

Items costing less than £2 (Group under classes e.g. household, publications)

Class	Cost	Receipt Nos. where available
-------	------	---------------------------------

Total sum expended on FIELD EQUIPMENT

5. FIELD EXPENSES

Non-accountable allowances claimed

- Clothing
- Photography (if non-accountable)
- Other (list)

Other field expenses (Provide brief explanatory details. It is not necessary to list each payment, but you may be required to substantiate these items).

Payment and gifts to guides, informants, helpers

Interpreter/field assistant, etc.

- Wages paid
- Other payments
- Construction of field base, etc.
- Medical supplies
- Medical services
(attach note of details)
- Official postage etc (attach detail of
large items)
- Other (list)

Total of FIELD EXPENSES.....

6. LIVING COSTS (Vouchers required only if a special rate is claimed)

Rates applied (per day, week, or year)

Basic rate	Deduction rate	Net rate
Basic rate
.....

Total period spent in hotels, etc.

..... weeks days	at net rate per week day
.....
.....

Total claimed

Total period spent camping, in lodgings or independent

..... weeks days	at net rate per week day
.....
.....

Total claimed

Expenses claimed at actual cost (vouchers should be provided where available)

..... weeks days	Total cost
		Deduction
		Net claim

Total LIVING COSTS

7. SUMMARY OF EXPENSES (Where items are listed in overseas currencies give approximate equivalents in Australian currency in brackets)

Main travel

Local travel

Field equipment

Field expenses

Living costs

GRAND TOTAL

	<u>Claim No.</u>	<u>Date of Advance</u>	<u>Amount</u>
Advances received from A.N.U.

		Total \$

Balance owing to ANU/Fieldworker

Where non-Australian currencies were used, list below the actual rates of exchange applicable at the time the fieldworker was in the field.

Signature of Fieldworker

Sighted	Approved
Business Manager R.S.S.S. & Pac. S.	Head of Department

Field work is complete / Field work is to be resumed at a later date without a new budget and opening statement (Delete wherever inappropriate)

APPENDIX III

The Accountant,
Australian National University,
P.O. Box 4,
CANBERRA. A.C.T.

Dear Sir,

I hereby acknowledge receipt of \$ from the Australian National University for the purchase in (country of field work) of a motor (vehicle or cycle as case may be) which will remain at all times the property of the Australian National University. I undertake to effect Third Party Insurance in accordance with the requirements of the local legislation. I understand I should not take out Comprehensive Insurance for the vehicle.

I undertake at the completion of my project to sell the vehicle unless I am otherwise instructed and to pay the proceeds to the Australian National University. I understand that when the loss (if any) on re-sale is known, this will be apportioned by the Director between me and the University and I agree to refund to the University on demand the share of the loss apportioned to me.

Yours faithfully,

(signed by field worker receiving
loan)

APPENDIX IV

THE AUSTRALIAN NATIONAL UNIVERSITY

RESEARCH SCHOOL OF SOCIAL SCIENCES AND PACIFIC STUDIES
SUMMARY OF FIELD WORK BUDGETS

NAME DEPARTMENT

STAFF MEMBER/SCHOLAR

SCHOLARSHIP COMMENCED / / SCHOLARSHIP COMPLETED / /

MARRIED/SINGLE No. OF CHILDREN BOY(S) GIRL(S)

ANTICIPATED FIELD BUDGET COMMITMENT				
	Trip 1	Trip 2	Trip 3	Trip 4
MAIN TRAVEL				
LOCAL TRAVEL				
FIELD EQUIPMENT				
FIELD EXPENSES				
LIVING EXPENSES				
LIVING ALLOWANCE				
TOTAL				

DISSECTION BETWEEN FINANCIAL YEARS

	19 /	19 /	19 /	19 /
MAIN TRAVEL				
LOCAL TRAVEL				
FIELD EQUIPMENT				
FIELD EXPENSES				
LIVING ALLOWANCE				
TOTAL				

COMMENTS:

.....

.....

.....

APPENDIX V

487/1961

THE AUSTRALIAN NATIONAL UNIVERSITY

CLAIM FOR TRAVELLING EXPENSES

NAME _____ DEPARTMENT _____

DUTY _____

AUTHORITY _____

MODE OF TRAVEL _____

FARES PAID BY _____

Date _____ departed from _____ at _____ a.m./p.m.

Date _____ arrived at _____ at _____ a.m./p.m.

Date _____ departed from _____ at _____ a.m./p.m.

Date _____ arrived at _____ at _____ a.m./p.m.

Date _____ departed from _____ at _____ a.m./p.m.

Date _____ arrived at _____ at _____ a.m./p.m.

I AM/AM NOT a resident of University House.

(If any part of the above absence from base was not spent on University business please state here the unofficial portion):-

Other Expenses (give details and receipts)

£ s. d.

Date _____ Signature _____

Approved by _____
(Head of Department)

APPENDIX VI

THE AUSTRALIAN NATIONAL UNIVERSITY

REQUISITION FOR TRAVEL

Travel Warrant No.....

.....196

Permission is requested to travel on University business

NAME.....

Appointment and Department.....

Method of Travel
(Please tick method to be used)

Air
Rail

Other

From	To	Means of Travel	Date	Time	Remarks

Purpose of the Visit.....

Address (and telephone number if possible) where I may be reached whilst away.....

State name of budget vote or special fund to which cost of journey is to be charged.....

.....
Signature of Applicant

APPROVED

.....
Signature of Authorising Officer

TRAVEL CLERK - FOR ACTION

DO NOT PLACE ON FILE

APPENDIX VII

SCHEDULE OF BASIC RATES

Basic Scholarship stipend at present stands at \$2330 per annum. An allowance of \$775 per annum is paid for a wife and the first child, and \$225 per annum for each subsequent child; the allowance for a wife not in employment is \$550.

For convenience of those preparing budgets and claims for expenses, a schedule of the relevant ratios expressed as rates per month, per week and per day is appended: (These rates are adopted from Treasury Pay Tables).

N.B. Above at new rates adopted from 1.1.1967

		<u>per annum</u>	<u>per month</u>	<u>per week</u>	<u>per day</u>
	Scholarship stipend	\$2330.00	\$178.66	\$44.67	\$6.38
1/6	" "	\$ 388.33	\$ 29.76	\$ 7.44	\$1.06
1/3	" "	\$ 776.67	\$ 59.58	\$14.90	\$2.13
2/3	" "	\$1553.33	\$119.08	\$29.77	\$4.25
	Allowance for wife not in employment	\$ 550.00	\$ 42.18	\$10.55	\$1.51
2/3	of above	\$ 366.00	\$ 28.12	\$ 7.03	\$1.01

APPENDIX VIII

SHORT DUTY TRIPS

Short trips, lasting no more than a few days, to capital cities and other large towns to carry out library research are classified as duty absences. A statement setting out the expenses under the usual headings should be prepared for the Head of Department for approval. The University per diem rate for students for duty trips is \$10.00. If necessary an advance can be made for such trips on application through the Business Manager on the authorization of the Head of Department. The claim for such trips is made on a special form.

Receipts are, of course, required for main and local travel (where possible). Local travel must be assessed in the light of the particular circumstances and may include such items as airport bus fare to and from the city as well as reasonable intra-urban travel. The per diem rate is non-accountable.

APPENDIX IX

SOME TYPICAL FIELD WORK RATES

The rates set out below are a guide only to the basis for determining living allowances. They can be varied to suit the individual case, both upwards or downwards. Rates given 'with wife' apply only when the wife is taken officially.

1. AUSTRALIA

a. Camping

Alone - \$3.50 per day

With wife - \$5.00 per day

b. Country Hotels - \$7.00 per day

c. City Hotels - \$10.00 per day

In Darwin and a few other places, rates up to \$12.00 per day may be necessary

d. City, independent living

Alone - \$3.50 per day plus rent

Living with Relatives - \$4.50 per day incl. commuting
(with or without wife)

With wife - \$10.00 per day incl. rent

2. NEW GUINEA AND PACIFIC ISLANDS

- a. Independent Living, rural areas. Costs vary greatly from place to place. Sometimes some accommodation rental has to be added, at cost.

Alone - \$3.00 - \$5.00 per day
With wife - \$5.00 - \$7.50 per day

- b. Independent Living, urban areas. Costs are seldom much higher than in rural areas, except in expensive countries, such as New Caledonia. Rent and electricity may need to be added at cost.

Alone - \$4.00 - \$6.00 per day
plus rent and electricity
With wife - \$6.00 - \$8.00 per day
plus rent and electricity

- c. Hotels - \$7.50 - \$11.00 per day
higher rates may be approved in special cases.

3. SOUTH EAST ASIA (Experience is more limited in this region)

- a. Independent Living

Alone - \$3.00 to \$6.00 per day
With wife - \$4.50 to \$8.00 per day

- b. Hotels - \$10.00 to \$12.00 per day
in Urban areas
\$7.00 to \$9.00 per day
in rural areas

NOTE:

(1) Where wives are taken officially, estimate about 150 per cent of the single cost for independent living, but double the single cost for hotel living.

(2) On very short trips within Australia, the standard University rates for business trips are applied except when camping or using country hotels, or where other special circumstances are involved.

(3) University House does not grant deductions for absences of less than seven days, so deductions from allowances will not be made. There may be other cases when the Director will waive these deductions but such cases should be discussed fully with the supervisor in the first instance.

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