

# Australian Prime Ministers Centre Fellowship program

## Recommended rates for budget preparation

The Australian Prime Ministers Centre will provide a grant of up to \$16,000 to cover the following:

- travel to undertake research, including one return economy airfare to Canberra where applicable;
- accommodation and living expenses during the period of the tenure;
- research-related expenses; and
- production costs for creative projects.

The sum of \$16,000 is indicative only. Proposed research budgets may vary from \$2,000-\$16,000 depending on the nature of the research project. The actual amount of the grant awarded will be at the discretion of the Fellowship Selection Panel.

Individual components of the budget should be framed around the recommended rates below. Requests for funding that exceed the recommended rates may not be supported in full. All amounts should be rounded down to the nearest \$10. Please do not include cents or amounts of less than \$10 in your proposed budget.

### Travel

The travel item covers travel to any destination specified in the Fellowship proposal, including the requisite trip to Canberra. Travel may be by air, train, bus or private vehicle as appropriate.

- Airfare quotes should be based on a fare type that allows date changes and cancellations, but not name changes (eg Virgin Blue Saver or Qantas Red-e deal/Super Saver).
- Bus and train fares where relevant should be of a similar fare type to airfares.
- Rates for private vehicle use should be based on the ATO reimbursement rates in the table below.

### Rates per business kilometre

Engine capacity		Cents per kilometre
Ordinary car	Rotary engine car	2008-09 income year
1600cc (1.6 litre) or less	800cc (0.8 litre) or less	63 cents
1601cc - 2600cc (1.601 litre - 2.6 litre)	801cc - 1300cc (0.801 litre - 1.3 litre)	74 cents
2601cc (2.601 litre) and over	1301cc (1.301 litre) and over	75 cents

- An allowance to cover transfers from the airport to the hotel (taxi/shuttle bus) may also be included in the travel budget.
- Daily transport (eg bus from the hotel to the Centre) should be covered under incidentals below.

### Accommodation & living expenses

The accommodation and living expenses item covers accommodation, food, drink and incidentals when travelling away from home for the purposes of the Fellowship. This includes the requisite trip to Canberra, as well as any other destination specified in the proposal where research is to be undertaken.

'Food and drink' covers the cost of three meals a day. Incidentals should cover such costs as phone calls, travel to and from research institutions, stationery and the obligatory forgotten toothbrush!

You should specify a reasonable amount to cover your costs while travelling. This may vary depending on whether you are staying in a hotel, university accommodation or with family and friends. The maximum rate for accommodation and living expenses that will be supported is based on the ATO rates provide below. Rates for Canberra are approximately \$250 per day (\$140 accommodation, plus \$90 per day for food, drink and incidentals). You should note that any amount above the ATO maximum will result in tax being paid by the Fellowship holder. In addition, such rates may not be supported by the Fellowship Selection Panel.

<b>Place</b>	<b>Accomm. \$</b>	<b>Food and drink \$</b> B'fast 22.30 Lunch 25.00 Dinner 43.00	<b>Incidentals \$</b>	<b>Total \$</b>
Adelaide	157	90.30	16.50	263.80
Brisbane	201	90.30	16.50	307.80
Canberra	145	90.30	16.50	251.80
Darwin	159	90.30	16.50	265.80
Hobart	117	90.30	16.50	223.80
Melbourne	173	90.30	16.50	279.80
Perth	164	90.30	16.50	270.80
Sydney	183	90.30	16.50	289.80
High cost country centres	See Table 4	90.30	16.50	Variable – see Table 4
Tier 2 country centres (see Table 5)	107	B'fast 19.95 Lunch 22.80 Dinner 39.30	16.50	205.55
Other country centres	92	B'fast 19.95 Lunch 22.80 Dinner 39.30	16.50	190.55

### Research allowance

The research allowance item is a salary substitute for Fellows who need to take leave without pay to take up the Fellowship, or who are not in regular paid employment. It is not intended to be a full salary substitute but rather a nominal amount to enable the Fellow to undertake an intensive period of research (or part-time equivalent) on the Fellowship project. The maximum amount requested should

not exceed the standard rates of pay of the applicant's home institution at the relevant academic level, or in the case of creative artists, the relevant professional association.

**Research assistance**

The research assistance item covers salary for an assistant who is engaged to undertake research towards the Fellowship that the applicant is unable to undertake themselves for reasons of time or distance. The maximum rate should be based on recommended rates for an appropriate level at the applicant's home university or by a relevant professional association.

**Research expenses**

The research expenses item covers photocopying, audio-visual reproduction and copyright costs. You may request reimbursement of a maximum of \$500 for research-related expenses. In addition, the Centre will provide a total of up to 200 complimentary copies (ie single pages) of items from the research centre collection.

**Production expenses (creative projects only)**

A maximum of up to \$3,000 will be paid for costs associated with production of creative projects. Production budgets should be based on recommended rates of the relevant professional association.

**Acquittal of funds**

All funds must be acquitted and any unspent moneys returned on completion of the Fellowship. Funds spent must also match the amounts specified in the Fellowship contract, unless a change is requested in writing at least 30 days before the relevant invoice is due. Please note that the budget outlined in your application is regarded as a proposal only - should you be awarded a Fellowship, precise amounts and timings of payment will be negotiated and agreed on as part of the contract preparation process.

**Planning ahead**

If you are planning to conduct research at the National Archives of Australia please note that some material may require clearance before it can be issued for access. Access clearance can take up to 3 months. It is advisable to either request clearance several months before visiting Canberra, or to plan and budget for two visits at least 3 months apart. Similar delays may occur with manuscript material held at other research institutions. It is highly advisable to contact all research institutions well in advance of any planned travel in order to inquire about any possible delays or restrictions on viewing material, and to factor any additional travel into the budget proposal.

**More questions?**

Australian Tax Office (ATO) recommended rates are available on the ATO website at:

[http://law.ato.gov.au/atolaw/view.htm?dbwidetocone=06%3AATO%20Rulings%20and%20Determinations%20\(Including%20GST%20Bulletins\)%3ABY%20Type%3ADeterminations%20\(Including%20GST%20Bulletins\)%3ATaxation%3A2009%3A%2304910150000%23TD%202009%2F15%20-%20Income%20tax%26c%20what%20are%20the%20reasonable%20travel%20and%20overtime%20meal%20allowance%20expens...%3B](http://law.ato.gov.au/atolaw/view.htm?dbwidetocone=06%3AATO%20Rulings%20and%20Determinations%20(Including%20GST%20Bulletins)%3ABY%20Type%3ADeterminations%20(Including%20GST%20Bulletins)%3ATaxation%3A2009%3A%2304910150000%23TD%202009%2F15%20-%20Income%20tax%26c%20what%20are%20the%20reasonable%20travel%20and%20overtime%20meal%20allowance%20expens...%3B)

**Contact us**

If you have any further questions about preparation of the research budget, please contact Linda Macfarlane at the address below.

Linda Macfarlane

Manager

Australian Prime Ministers Centre

Old Parliament House

PO Box 7088

Canberra BC 2610

Email: [Linda.macfarlane@moadoph.gov.au](mailto:Linda.macfarlane@moadoph.gov.au)

Ph: (02) 6270 8134

Website: <http://ampc.oph.gov.au>