



NADA MEMBER TRAVEL SUBSIDY GUIDELINES

NADA travel subsidy grants allow members from rural and regional locations to have greater access to NADA events and networking opportunities that are not held in their immediate location.

Submitting an application does not guarantee that all travel and accommodation expenses will be subsidised. Be sure to read the guidelines below and contact NADA if you have any questions or concerns.

AM I ELIGIBLE?

NADA assesses applications based on the following criteria:

- ✓ Your organisation is a current financial member of NADA.
- ✓ Your organisation is over 100km from the NADA event.
- ✓ Confirmed attendance at the NADA event.
- ✓ Submission of a valid tax invoice.
- ✓ Provision of receipts and documentation for all travel and accommodation expenses.

Grants are not available to fund:

- * Organisations that are less than 100km from the event.
- * Individuals not employed by a NADA member.
- * Travel that is not endorsed by the NADA member.
- * Meals and incidentals.

Travel subsidy grants are limited. Contact NADA if more than two members of your organisation are seeking travel subsidy.

TRAVEL

NADA will reimburse for flights for regional members throughout NSW and the ACT. Return flights exceeding \$500(inc. gst) should be discussed with NADA before purchase.

Reimbursement for vehicle use to cover long distance travel will be at \$0.57 per kilometre. The event must take place more than 100 kilometres from the workplace of the travel subsidy applicant. The reimbursement for vehicle use is capped at \$150(inc. gst) for a return trip. Receipts and/or documentation of travel details must be provided.

If travel plans fall outside of these areas please contact NADA to discuss.

ACCOMMODATION

Accommodation may be reimbursed to a maximum of \$110(inc. gst) per night in rural/remote areas and \$160(inc. gst) per night in metropolitan/regional areas. Metropolitan/regional areas include Sydney metro and west, Newcastle and Wollongong.

As a general rule, NADA may reimburse one night's accommodation for each day of an event (e.g. an applicant would be eligible to ask for one night's accommodation for a one day event and two night's accommodation for a two day event, etc). Any additional nights' accommodation will need to be negotiated.

NADA may have negotiated event rates for stay at event venues, please contact the NADA staff member coordinating the specific event for more information about preferred venues within the training location.

MEALS AND INCIDENTALS

NADA will not reimburse applicants for meals and other incidental expenses.

HOW DO I APPLY?

1. Register and attend a NADA event and indicate that you will be applying for a travel subsidy.
2. Complete the [Member Grants Reimbursement Application](#) and attach the appropriate documentation.
3. Submit your application to NADA within **one month** of the event.

NADA will notify the applicant by email whether the application has been successful.

It is important to note that not all NADA events have travel subsidies available. It is the responsibility of the member organisation to confirm that travel subsidies are available for an event.

HOW WILL NADA REIMBURSE MY AGENCY?

Payment by EFT will be made to the applicant's employer as a reimbursement for costs already paid. Payment cannot be made to individuals. Accommodation and travel costs will only be paid on submission of all appropriate receipts / invoices and documentation.

Please contact NADA if you have any questions or require clarification.