

Member Travel and Accommodation Subsidy Guidelines

NADA travel subsidy grants support 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?

<p>Applications are assessed based on the following:</p> <ul style="list-style-type: none"> ✓ Your organisation is a current financial member of NADA at the time of application. ✓ Your workplace 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. 	<p>Grants are not available to fund:</p> <ul style="list-style-type: none"> * 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. * Taxi's and airport transfers.
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Travel subsidy grants are limited. Contact NADA if more than two members of your organisation are seeking travel subsidy support.

Travel

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

Reimbursement for vehicle use to cover long-distance travel will be at \$0.85 per kilometre. The event must take place at least 100 kilometres from the workplace of the travel subsidy applicant. The reimbursement for vehicle use is capped at \$180 (GST excl.) for a return trip. Receipts and/or documentation of travel details must be provided.

NADA does not normally cover taxi's or public transportation; however, applicants may discuss and negotiate this with NADA on a case-by-case basis. Applicants would need to seek approval for taxi fare reimbursement prior to use.

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

Accommodation

Accommodation may be reimbursed to a maximum of \$170 (GST excl.) per night in rural/remote areas and \$220 (GST excl.) 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 prior to booking.

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 event/training location.

Meals and Incidentals

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

APPLICATION AND REIMBURSEMENT PROCESS

1. Register for the NADA event and indicate that you will be applying for a travel subsidy.
2. Provide an estimate of costs expected to attend the event to the relevant NADA staff member.
3. NADA will inform you of a provisional approval* based on these guidelines and on the expected costs. The provisional approval is dependent on completing steps 4 and 5.
4. Attend the NADA event.
5. Submit the appropriate documentation (outlined below) to NADA within **one month** of the event.

NADA will notify the applicant by email whether the application has been successful or if additional information is required.

*It is important to note that not all NADA events have travel subsidies available and that available funds are limited. NADA will promote when subsidies are available but it is the responsibility of the member organisation to confirm that travel subsidies are available for an event before arranging for travel and accommodation as NADA cannot guarantee each application will be successful. Approval or provisional approval is not always possible.

How will NADA reimburse my organisation?

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 including:

- A [Member Grant Reimbursement Application form](#)
- An itemised tax invoice from your organisation to NADA. This tax invoice must include:
 - i. A valid ABN
 - ii. Itemised breakdown of expenses (identifying GST). All grants awarded are GST exclusive and the funds claimed must not exceed the amount approved under the grant program.

This means that **if** you have paid GST in relation to any of the expenses claimed under the grant, you can claim back the GST paid. For instance, if your flights cost \$700 + \$70 GST = \$770 (including GST), and subsidy was for \$550 you can invoice NADA for \$550+ \$55 GST = \$605 (including GST). If your expenses did not incur GST, then you cannot claim GST expenses from NADA.

- iii. Copies of **receipts of your payment (i.e. with a balance shown owing of \$0.00)** of travel related expenses. Unpaid invoices from travel providers to your organisation are not sufficient proof of payment.

Please contact [NADA](#) if you have any questions or require clarification.