

# Travel Policy Funded Projects

## Primary Connections Participant Travel and Accommodation

The following conditions apply for reimbursement of travel and accommodation expenses to attend *Primary Connections* Funded Projects Australian Government funded events. This ensures careful and diligent use of public funds.

Once the workshop participant's registration is CONFIRMED and they have requested prior travel approval, they can make travel and accommodation arrangements under the conditions below.

Reimbursement will only be made for those who attend an event. i.e. no reimbursement will be made for participants who are CONFIRMED, but do not subsequently ATTEND.

### **Flights:**

- Airfare travel should be booked at the lowest available rate for the time and date of the workshop.
- If a booking requires amendment for personal reasons it will be at the participant's expense. In the event that a flight is missed, participants will need to make alternative travel arrangements at their own expense.
- Connecting cabs or public transport will be reimbursed on submission of receipts.

### **Car travel:**

- Travel by car is reimbursed at the Academy's current rate of 58 cents per kilometre. The reimbursement claim must specify the number of kilometres claimed.
- Travel will only be reimbursed if you have driven more than 100km for a round trip (50km each way). Travel under 100km will not be eligible for reimbursement.
- Parking expenses will be reimbursed with appropriate tax invoices supplied.

### **Train travel:**

- Travel by train is to be considered where practical and time efficient.
- Connecting cabs or public transport will be reimbursed on submission of tax invoices.

### **Overnight accommodation:**

- Overnight accommodation prior to an event will only be reimbursed if the participant is unable to attend the event without leaving home before 6am, or unable to access a flight to attend on time.

- Reimbursement for overnight accommodation after an event will only be reimbursed if the participant is unable to return home before 8.00pm (if driving), or 10pm (if flying).
- Accommodation is to be in a comfortable hotel rated at a 3/4 star equivalent.
- *Primary Connections* will not cover additional expenses such as telephone, internet use, hotel movies, wi-fi access, room upgrade, costs for personal guests or mini-bar.

**Meals:**

- *Primary Connections* daily allowance for meals apply. The maximum allowable for each meal is:

Breakfast	\$22.50
Lunch	\$22.50
Dinner	\$35.00

Where meals are provided through accommodation packages or *Primary Connections* events, no corresponding meal allowance will be reimbursed.

- No alcohol will be reimbursed.
- A breakfast allowance can be claimed only if the participant has overnight accommodation.
- A dinner allowance can only be claimed if the participant arrives home after 8pm.

**SUBMITTING A REIMBURSEMENT CLAIM:**

- Reimbursement claims must be submitted on the Australian Academy of Science Form for Reimbursement of Travel Expenses, accompanied by original receipts for all amounts claimed.
- Claims must be submitted to Primary Connections by email to:  
[PCFundedProjects@science.org.au](mailto:PCFundedProjects@science.org.au)
- Receipts must be received by *Primary Connections* **within three weeks** after the event. Claims **will not** be paid if they are received after this date. It is a participants responsibility to provide the correct BSB and Account Number for reimbursement.

**If you are unsure of your eligibility for reimbursement, please contact *Primary Connections* prior to making your bookings/selections.**