

APLS Travel Policy

Travel Request Form

There is a general expectation that all instructors will make themselves available for the full duration of the course. Please consider your personal circumstances prior to submitting your travel request.

Due to compliance, Faculty members who require flights, accommodation, parking and dinners **must** complete and submit an APLS Travel Request Form for each course. Faculty are encouraged to submit their travel request by the required due date to ensure that flights can be booked a minimum of 30 days prior to the course.

All flight and airline preferences will be considered, however, APLS will automatically default to the lowest fare offered at the time of booking, unless there are extenuating circumstances determined solely at the discretion on APLS' Chief Executive Officer(CEO).

Should flights not be available on the first day of the course to allow instructors to arrive by the Instructor Development Meeting or after the course, APLS will provide additional accommodation.

Please consider that any flight changes may incur a cost payable by the traveller.

Accommodation

APLS selects quality accommodation providers with care. Rooms are booked in blocks. Interstate instructors or instructors who reside more than 50 kilometres from the course venue may request accommodation by submitting an APLS Travel Request Form.

APLS guests will therefore be provided with a minimum 2 nights accommodation in a standard room in a queen size suite including breakfast (subject to availability). Should breakfast not be available, APLS guests may seek a reimbursement of up to \$30 per day from APLS to cover breakfast expenses.

Should flights not be available to allow instructors to arrive in time for the Instructor Development Meeting on the first day of the course or after the course to the instructor's home state, APLS will provide additional accommodation.

Faculty members who may need to arrive prior to the course or cannot return home after the course due to flight availability, may seek a reimbursement for a meal of up to \$30.

Should you wish to extend your stay for personal reasons, any additional accommodation, room charges or upgrades are payable by the guest and will need to be settled directly with the hotel prior to check out.

Local Instructors

If you're a local instructor and do not require any travel arrangements, please email the APLS Course Administrator.

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Family accommodation and flights

Instructors who wish to travel with their families are encouraged to book their own flights and accommodation.

APLS will reimburse:

- a standard return airfare and/or claim mileage to and from the course
- and/or reimburse a nightly room rate equivalent to that supplied by APLS' preferred accommodation provider

For further information, please contact the APLS Office.

To seek a reimbursement, please complete APLS' Expense Claim Form with all supporting receipts for relevant expenditure.

Catering and dinners

All Faculty will be provided with catering and beverages for the duration of the course.

Faculty members are strongly encouraged to attend the Course dinner (held at the conclusion of course Day 1) and the Faculty dinner (held at the conclusion of Day 2). To RSVP, please indicate your intention to attend by submit an APLS Travel Request Form.

Faculty may take a guest to the faculty dinner, however, APLS would appreciate advanced notice in respect to guests attending, so suitable arrangements can be made.

Mileage, Public Transport and personal expenses

Where Faculty members are required to travel by car, APLS will reimburse the use of their own personal vehicle at the rate per kilometre as determined by the Australian Taxation Office (ATO) or the equivalent to or lesser than a standard return airfare to and from the course.

Faculty members who travel to and from a course by Taxi, Uber (not premium) or public transport using a valid travel card e.g. Myki, Opal Card, Go Card or equivalent may seek a reimbursement.

Car hire will only be reimbursed by prior arrangement with APLS' CEO.

To seek a reimbursement, please submit an APLS Expense Claim Form along with any supporting receipts for relevant expenditure.

Any personal expenses which are not related to the course will **not** be paid unless first approved by APLS' (CEO).

Childcare expenses

To accommodate parents with younger children, APLS will reimburse up to \$50 per day toward childcare expenses by an approved childcare provider for duration of the course.

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Claiming expenses

If you are seeking a reimbursement for APLS related course expenses, faculty members **must** submit an APLS Expense Claim Form accompanied with supporting receipts for relevant expenditure within **4 weeks** of the course being held either by email or post.

Please ensure that you make copies any original receipts prior submitting your claim to APLS.

APLS' Expense Claims Form can be download from the APLS website.

Have any further questions?

If you have any questions relating to the above policy, please contact the APLS Office on (03) 8672 2800 between 8.30 am – 5.00 pm, Monday to Friday.

Kind regards,

APLS Administration Team