Faculty Travel: What Costs Are Covered?

Flights:



APLS covers:

- Lowest-cost, direct economy airfare arranged by the Course Operations Team
- Flights to ensure you can arrive in time for the Day 1 Faculty Meeting and depart after course conclusion (or next morning if flights are unavailable)

Not covered / conditions:

- Flight changes you request personally, including 'change of mind', paid seat selection or upgrade requests
- Additional charges including surcharges relating to upgrades/changes will be incurred by the traveller.

Accommodation:



APLS covers:

- Up to two nights of standard hotel accommodation (including breakfast), for faculty travelling >50km from the course venue
- Additional nights if required due to flight schedule

Not covered / conditions:

- Personal holiday extensions or optional extra nights
- Room upgrades

Ground Transport:



APLS covers:

- Mileage at ATO rate (up to equivalent of a return airfare) or capped at the distance travelled (whichever is less).
- Parking, if requested in advance
- Taxi/Uber/Public transport to and from the airport or venue (with receipts)

Not covered / conditions:

- Meals purchased "in transit" during travel
- Beverage purchases without a meal

Dinners:



APLS covers:

- Your attendance at all scheduled dinners
- One guest (spouse / partner) at the Faculty Dinner, subject to pre-approval by the APLS office

- Non-attendance at dinners is a voluntary choice and does not result in additional meal-allowances being paid

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Childcare Support:



APLS covers:

- Up to $100 per child, per day of the course.
- Claims will require a valid invoice from a provider with ABN and registered for childcare provision

Not covered / conditions:

- Reimbursement of babysitting services by individuals without provider status

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Reimbursements



APLS covers:

- Eligible expenses submitted within 7 days of the course via Expensify
- All claims require an itemised tax invoice

Not covered / conditions:

- EFT receipts
- Bank statements
- Non-itemised invoiced

For all queries, please contact finance@apls.org.au