POLICY DOCUMENT

Faculty Travel Policy

Policy Status: **APPROVED**	**Initial Approval:** N/A
	CEO Endorsement: 11th August 2025
	Board Approval: 19th November 2025
	Future Review Date: Q3, 2027
	Policy Owner: Chief Executive Officer

Section 1: Purpose

This policy outlines the terms and conditions governing travel and accommodation arrangements for APLS volunteers confirmed to serve on faculty for APLS courses and events.

It ensures that travel is arranged efficiently, cost-effectively, and in alignment with organisational needs, while also providing clear guidance on reimbursements and entitlements.

Section 2: Scope

This policy applies to all APLS volunteers, including faculty for APLS, GIC, ESDC, and Refresher courses, who require travel and/or accommodation in order to attend a scheduled course. It applies to travel and covers all associated arrangements, reimbursements, and related expenses.

Section 3: Policy

3.1 Organising Travel and Accommodation

Upon confirmation of faculty allocation, instructors will receive an APLS Instructor Request Form. This form must be completed and returned within the required timeframe to allow flights and accommodation to be booked. Faculty must indicate their travel mode, accommodation needs, car parking requirements, and where requested, dinner attendance.

Failure to submit the form in a timely manner may result in limited options or inability to accommodate preferences.

3.2 Air Travel

Instructors are expected to select the lowest available airfare and the most direct routing at the time of booking. The APLS Course Operations Team will review and approve bookings, taking preferences into account where possible. Faculty are required to arrive on Day 1 in time for the Faculty Meeting. Where flight schedules make this impractical, APLS will provide accommodation on the night prior to the course commencing.

Similarly, where flights are unavailable after course completion on the final day, overnight accommodation will be provided. QANTAS or Virgin, where practicable is the preferred airline partner of

APLS Australia. Jetstar and other domestic carriers are only used where suitable options are not available with preferred airline partners.

3.3 Flight Changes and Delays

Any flight changes may incur costs payable by the traveler, unless approved by the CEO. A 'change of mind' booking, or upgrade request is payable by the traveler, inclusive of any booking fees or surcharges incurred as a result of the change.

Instructors must contact both the APLS travel provider and the APLS office immediately if flights are missed. Outside office hours, the 'oncall' number must be contacted. This number can be found on flight itineraries. Airline changes to itineraries do not need approval of APLS, however newly purchased itineraries must be approved by APLS before booking.

3.4 Car Travel and Public Transport

Mileage and use of a personal vehicle will be reimbursed at the Australian Taxation Office rate or up to the equivalent of a return airfare, whichever is lesser. Car hire requires prior CEO approval. Parking should be requested in advance.

Public transport or taxi/Uber fares to and from the course may be reimbursed with valid receipts, and Uber rides may be charged directly to the APLS account where available. For faculty undertaking courses in their home state, the use of Uber/taxi will only be approved if suitable public transport options are not available.

3.5 Accommodation

APLS provides up to two nights' accommodation for eligible instructors (where their point of departure is more than 50km from the venue). Rooms are standard rooms with breakfast. Where breakfast is unable to be provided, a pre-approved meal allowance or alternative arrangements will be communicated to the instructor .

Additional nights are covered only when necessary due to flight schedules. Any personal extensions, room upgrades or additional room occupants are at the instructor's own cost.

3.6 Meals and Catering

Where necessary due to flight scheduling, faculty staying overnight before or after the course are eligible for meal reimbursement up to $50 per day (prior/after the course), with a submission of valid tax invoice. Beverages alone will not be reimbursed. Incidental meals purchased in transit are not covered by APLS.

Catering is provided during the course, and dietary requirements should be noted on the Instructor Request Form. Attendance at candidate and faculty dinners is encouraged, with one guest permitted for faculty dinners, upon prior approval of the APLS office. Faculty who choose not to attend APLS-supported dinners are not eligible for reimbursement of meal expenses outside the provisions above.

3.7 Travel with Family

Family travel arrangements must be managed privately. APLS will only reimburse costs equivalent to a standard airfare and/or accommodation rate as if travelling alone. Extensions of accommodation for personal reasons are fully payable by the faculty member.

3.8 Childcare Expenses

To support faculty with young children, APLS will reimburse up to $100 per day (per child) for childcare during the course, with claims submitted via Expensify and supported by tax invoices from an approved provider. Please note, the provider must hold an ABN and be registered for childcare provision.

3.9 Reimbursements

All expense claims must be submitted via Expensify within 7 days of the course concluding, with itemised tax invoices. Separate claims should be submitted for each course. EFT receipts and bank statements are not accepted.

Contact finance@apls.org.au if reimbursement is not received within 7 days of claim submission.

Section 4: Monitoring & Review of this Policy

The Risk, Finance & Audit Committee will review this policy at least annually to ensure it remains current and fit-for-purpose. The Chief Executive Officer and Finance Team hold responsibility for policy implementation and oversight. Breaches will be reported to the CEO and Board, with corrective action taken as required.

Section 6: Related Documents & Legislation

This policy should be read in conjunction with the following legislation and related documents:

Related Documents / Legislation	Document Source
Australian Taxation Office – Car Mileage Reimbursement Rates	https://www.ato.gov.au/businesses-and-organisations/income-deductions-and-concessions/income-and-deductions-for-business/deductions/deductions-for-motor-vehicle-expenses/cents-per-kilometre-method
Fair Work Act 2009 (Cth)	https://www.legislation.gov.au/C2009A00028/latest/text
Privacy Act 1988 (Cth) and Australian Privacy Principles	https://www.oaic.gov.au/privacy/australian-privacy-principles
APLS Risk Management Policy	TBC

Section 7: Definitions

To assist with policy clarity, the following definitions are included for reference:

Word / Phrase	Definition

Faculty	A volunteer confirmed to teach on an APLS Australia course
Instructor Request Form	The document used to capture faculty travel, accommodation and catering requirements
Mileage	Reimbursement based on distanced travelled in a personal vehicle, calculated at ATO rates
Standard Airfare	The lowest cost, most direct economy airfare available at the time of booking
Overnight Accommodation	Hotel stay provided by APLS to enable faculty to attend course obligations
Expensify	The expense management system used by APLS Australia for reimbursement claims

Section 8: Document History

Version	Date	Reason for Amendment
1.0	August 2025	Policy updated in preparation for 2026 courses

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

Frequently Asked Questions

Before you travel

1. **Who does this policy cover?**

   APLS volunteer faculty confirmed to teach on APLS, Refresher, GIC and ESDC courses who need travel or accommodation to attend.

2. **How are my travel arrangements made?**

   After your faculty allocation is confirmed, you will receive an email with a link to the Instructor Request Form. Complete it by the required timeframe, including travel mode, accommodation, parking, dietary requirements and dinner attendance. APLS aims to book travel at least 120 days before the course where possible.

3. **Can I choose my airline or flight?**

   Qantas and Virgin are preferred where practicable, but the policy expects the lowest available economy fare using the most direct practical routing.. Course Operations reviews and approves bookings; a requested flight is not automatically guaranteed.

4. **When do I need to arrive and depart?**

   Plan to attend the Day 1 faculty meeting and remain until the course finishes. If no suitable flights are available to arrive on time or depart after the course, APLS may arrange additional accommodation where required by the flight schedule. Tell Course Operations early if you have a timing constraint.

   We acknowledge that travel to/from airports to home may make for long-days, however this alone may not guarantee you additional nights accommodation due to cost restrictions.

Changes, transport and accommodation

5. **What if I want to change a flight?**

   Contact Course Operations before making a change. Personal changes, changes of mind and upgrades are normally payable by the traveler, including applicable fares, fees and surcharges. Do not independently purchase a replacement ticket expecting reimbursement.

6. **What if my flight is delayed or I miss it?**

   Contact the APLS travel immediately. Outside office hours, use the on-call number shown on your flight itinerary. Airline-initiated changes do not need prior APLS approval, but purchasing a new itinerary does (e.g. you choose to travel at a different time to your scheduled flight). If safety or immediate travel disruption prevents prior contact, keep records and notify APLS as soon as practicable; staff will determine next steps.

7. **Can I drive instead of flying?**

   The policy allows personal vehicle reimbursement at the applicable ATO kilometre rate, capped at the cost of an equivalent return airfare, whichever is lower. Parking can be requested on the Instructor Request Form, however it is subject to availability and isn't always available. Car hire

requires prior CEO approval. Check the proposed cost and routing with Course Operations before travel.

8. **Are taxis, rideshare and public transport covered?**

   Reasonable transport to and from the course may be reimbursed with valid receipts. Where available, eligible Uber journeys can be charged to the APLS account. Confirm any unusual routing or additional journeys in advance.

9. **Will APLS provide a hotel?**

   Eligible instructors living more than 50 km from the venue may receive up to two nights in a standard room with breakfast. Additional nights are covered only where necessary because of flight schedules. Personal extensions, room upgrades, additional guests and holiday arrangements are at your cost.

10. **What if breakfast is not included at my accommodation?**

    The policy allows for a pre-approved meal allowance communicated by APLS.

Meals and family arrangements

11. **Which meals can I claim?**

    Course catering is provided. The policy provides up to $50 per day, with a valid tax invoice, for meals required when staying overnight before or after a course because of scheduling. It excludes transit meals and beverages purchased without a meal. For faculty not attending the Course or Faculty Dinners provided by APLS, an additional meal allowance is not provided.

12. **Can I bring a guest to dinner?**

    The policy permits one guest at the faculty dinner with prior approval from the APLS office. Please notify APLS on your Travel Request Form. Choosing not to attend a supported dinner does not create an alternative meal allowance.

13. **Can my family travel with me?**

    Yes, provided their arrangements are managed privately. APLS contribution is limited to the standard eligible airfare and/or accommodation cost that would have applied if you were travelling alone. Additional family costs are your responsibility to cover.

14. **Is childcare support available?**

    Yes, subject to the policy and supporting evidence to a value of $100 per child, per day for the duration of the course. The policy requires an itemised tax invoice from a registered childcare provider with an ABN.

15. **What if I need breastfeeding or expressing facilities?**

    Please contact Course Operations in advance so that suitable private facilities can be explored with the venue.

Claims and help

16. **How do I claim reimbursement?**

    Use Expensify within seven days of the course concluding. The policy requires a separate claim for each course and itemised tax invoices. EFT transaction receipts, bank statements and non-itemised invoices are not accepted as substantiation and will be rejected.

17. **What if I have an unusual need or need an exception?**

    Raise it with Course Operations before booking or incurring a cost. Provide the reason, expected amount and any supporting information. Staff will refer non-standard requests to the appropriate approving authority. Do not assume an exception is approved until written confirmation is received.

18. **Who can I contact?**

    For travel arrangements or exceptions, Course Operations via travel@apls.org.au For reimbursement matters, finance@apls.org.au