



NADA Conference 2018 Travel and Accommodation Subsidy Grant guidelines

NADA Conference 2018 Travel and Accommodation Subsidy Grants allow members from rural and regional locations to have access to the NADA 2018 Conference: Exploring therapeutic interventions and networking opportunities.

Travel and accommodation subsidy grants are limited and not guaranteed.

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.

Eligibility

NADA assesses applications based on the following criteria:

- ✓ Your organisation is a current financial member of NADA.
- ✓ Your organisation is over 100km from the NADA event.
- ✓ Your organisation supports your attendance at the NADA event.
- ✓ Ability to provide a valid tax invoice, receipts and documentation for all travel and accommodation expenses.

Grants are NOT available to fund:

- × 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.
- × Registration, meals and incidentals.

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Priority will be given to:

- Rural and remote locations
- Small NGOs (5 or less employees)
- Presenters

Contact NADA if more than two members of your organisation are seeking a travel and accommodation subsidy.

Reimbursement guidelines

TRAVEL

- **Flights**
NADA will reimburse for flights for regional members throughout NSW and the ACT. The reimbursement for return flights is capped at \$500 (incl. GST).
- **Vehicle use**
Reimbursement for vehicle use to cover long distance travel will be reimbursed at \$0.66 per kilometre. The reimbursement for vehicle use is capped at \$150 (incl. GST) for a return trip from the organisation to the Conference.
Reimbursement for private vehicle use will require the applicant to submit a map displaying distance from workplace to the conference venue. Receipts and/or documentation of travel details must be provided as supporting documents.

ACCOMMODATION

- NADA will reimburse accommodation to a maximum of \$160 (incl. GST) per night.
- 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.).

MEALS AND INCIDENTALS

NADA will **not** reimburse applicants for meals and other incidental expense, which include taxi fares, public transport use, and parking, etc.

How to apply

1. Register to attend the conference and email conference@nada.org.au to indicate that you will be applying for a travel subsidy.
2. Complete the Travel and Accommodation Subsidy Grant Application Form.
3. Submit your application to NADA by **5pm, Monday 14 May 2018**.

NADA will notify the applicant of the outcome of their application by email by 18 May 2018.

How will financial assistance be given if my application is successful?

Financial assistance will be made by reimbursement to your organisation on receipt of an invoice to NADA for agreed costs already paid and relevant receipts and documentation for all travel and accommodation expenses. Applications require endorsement from the manager of the organisation.

How will NADA reimburse my agency?

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 a tax invoice and all appropriate receipts and documentation.

NADA will require a tax invoice to process the payment within three weeks after the conference.
No payments will be made after 30 June 2017.

Contact NADA if you have any questions or require clarification at conference@nada.org.au or 02 9698 8669.