

Travel Subsidy Policy: Parliamentary Event – Monday 5 September

This Travel Subsidy Policy is applicable to Rare Voices Australia (RVA) Partner organisations.

Purpose

This policy outlines RVA’s requirements for authorised travel and associated expenses properly and reasonably incurred by RVA Partner organisations that receive a Travel Subsidy for RVA’s Parliamentary Event, scheduled for Monday 5th September.

General

All travel costs must be the best value for money and most economical that attendees can obtain. Attendees are to book all travel and provide receipts and an Expense Declaration Form to receive reimbursement following attendance at the Parliamentary Event on the 5th September 2022. These forms are to be emailed to: admin@rarevoices.org.au

Air Travel

To ensure travel costs can be effectively managed by RVA, those awarded a Travel Subsidy will receive a fixed amount of money by state (listed in the table below) to contribute towards their flights, taxis/Ubbers or parking for attending the Parliamentary Event. We recommend that all domestic airfares should be booked with the flexibility to make changes to **economy class**. All airlines offer a variety of fares where changes are permitted.

Taxis and Ubbers

Taxis and Ubbers taken directly from Canberra Airport to Parliament House (Parliament Drive, Canberra) and return will be reimbursed (with receipts and an Expense Declaration Form). We encourage you to share taxis or Ubbers with other attendees where appropriate.

Travel Subsidy Fixed Amounts by State

Victoria	\$400
Queensland	\$450
Western Australia	\$750
South Australia	\$450
Tasmania	\$450
Australian Capital Territory	Parking at Parliament House covered
New South Wales	\$350

Receipt Based System

Travel expenses will be reimbursed to the attendee after the completion of an Expense Declaration Form and copies of receipts are received, following attendance at the Parliamentary Event. All claims must be made no later than the 12th September 2022.

Incidentals

All other expenses related to your attendance at the Parliamentary Event are at your own expense and arrangement.

COVID-19 Terms and Conditions

While COVID-19 public health orders and government requirements are in place, the Terms and Conditions under this section will apply. The Parliamentary Event will be operating with COVID Safe measures in place.

With these Terms and Conditions, you agree not to attend the event if, at the time of the event, you have tested positive to COVID-19 or you are experiencing symptoms consistent with COVID19 which are subject to change and can be found here:

<https://www.health.gov.au/healthalerts/covid-19/symptoms-and-variants>

You also agree to follow the current testing and self-isolation rules in the Australian Capital Territory that apply at the time the event is taking place. These rules can be found here:

<https://www.covid19.act.gov.au/stay-safe-and-healthy/information-for-people-who-test-positive-for-covid-19>