
Travel Policy

The following policy is applicable to APLS instructors who have been confirmed on faculty to instruct on a course and who require travel and accommodation in order to attend the course.

Nominating to instruct on a course with APLS implies full acceptance of these conditions.

This policy is effective immediately and supersedes all previous versions.

1. Organising your travel & accommodation

Upon confirmation of faculty, all instructors are sent the APLS **Travel Request form**. Faculty are asked to indicate requirements for flights, accommodation, car parking and dinners in accordance with the conditions of this policy.

Instructors are encouraged to submit the travel request form **by the due date** to ensure that accommodation and flights can be booked a minimum of 120 days prior the course.

2. Air Travel

It is requested that you select the lowest airfare offered at the time of booking. The APLS Administration Team will review your Flight and airline selections and preferences will be considered where possible.

Faculty are required to arrive on Day 1 of the course in time to attend the Faculty Meeting. If flight availability is limited and impacts an instructor's ability to arrive on time, APLS will provide accommodation from the day prior. Similarly, if departing flights are not available on Day 3 after the completion of the course APLS will provide overnight accommodation on Day 3.

2.1 Flight changes

Please consider that any flight changes may incur a cost payable by the traveller. The fee may include the cost to change/cancel the flight and booking fee. This will be at the discretion of the CEO

2.2 Delays | Missed flights.

Should a flight be delayed or you are unable to board your flight on time, please contact the APLS office administration team immediately (Office Hours Mon-Fri 8.30am to 5.00pm) or contact the Course Director outside office hours.

New flight bookings are to be discussed with APLS prior to arranging a new itinerary.

2.3 Return travel.

APLS asks that you make yourself available for the full 3 days of the course, however we are cognisant that you are generously giving us your time and expertise to support our courses and we appreciate that sometimes you will need to return to your home state by a certain time i.e., for work the following day.

If this is the case and you need to leave the course earlier than the finish time on Day 3, please contact APLS so that we can discuss with the Course Director.

3. Car travel | Public transport

3.1 Car travel

If you wish to travel by car, APLS will reimburse the use of your 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.

Please advise us if you require carparking so that this can be arranged with the course venue (where possible).

Car hire will only be reimbursed by prior arrangement with APLS and approval from the CEO.

3.2 Uber

APLS recommends that all instructors use Uber for ease of payment and also for your safety.

APLS will assist you to set up an account so that course related travel can be charged to the APLS Uber account.

3.3 Public transport

You may seek reimbursement for the cost of your travel to and from a course by taxi or public transport using a valid travel card e.g., Myki, Opal Card, Go Card or equivalent Refer to clause 8 for seeking a reimbursement.

4. Accommodation

APLS endeavours to ensure your accommodation is comfortable, convenient, and safe.

Interstate instructors or instructors who reside more than 50 kilometres from the course venue may request accommodation by indicating this on the Instructor Travel Request Form.

Faculty are provided with two (2) nights' accommodation in a standard, queen room including breakfast. The cost of this is charged back to APLS. If breakfast is not available at your hotel, the APLS Administration team will advise you and a reimbursement of up to \$30.00 per day is available. As per Clause 2 of this policy, additional accommodation will be covered by APLS if this is required due to flight availability.

If you wish to extend your stay, all additional costs related to accommodation are to be arranged and settled directly with the hotel upon check-out. Please refer to Clause 6 of this policy for travelling with family.

5. Meals | Catering | Faculty dinner

5.1 Meals

You may seek reimbursement for a meal on the evening of day 1 of the course of up to \$50 per day. As per Clause 2 of this policy, if you require an additional nights' accommodation either for the night prior to Day 1 or the evening of Day 3, you may seek a reimbursement for meals of up to \$50 per day by providing a valid tax invoice.

Please note: APLS is unable to reimburse beverage only purchases. Reimbursement of any beverage must be accompanied by a meal and be shown on the same tax invoice.

5.2 Catering

Catering is provided for all attendees for the duration of the course. Please indicate any dietary requirements on the Instructor Request Form.

5.3 Faculty dinners

We encourage all instructors to the faculty dinner (held at the conclusion of Day 2).

You are most welcome to have a guest accompany you to the faculty dinner. Please indicate your attendance and if you will be taking a guest on the Instructor Travel Request form.

6. Travel with family

Should you wish to travel with family members, please arrange your own flights and accommodation.

APLS will reimburse the cost of:

- one standard return airfare and/or claim mileage to and from the course venue, equivalent to, or lesser than a standard return airfare to and from the course.

and/or

- a nightly room rate equivalent to that supplied by APLS' preferred accommodation provider for the course.

For further information, please contact the APLS Administration Team.

7. Childcare expenses

6.1 Childcare

To accommodate parents with young children, APLS will reimburse faculty up to \$50 per day to assist with covering the cost of Childcare for the duration of the course. This must be arranged with an approved Childcare provider/facility. Please discuss this with the APLS team.

6.2 Breast-feeding | Expressing

If you are breastfeeding or need to express, please advise APLS so that we can ensure there is an appropriate room at the course venue if required.

8. Reimbursements

Claims for the reimbursement of course related expenses can be submitted to APLS via the *Expensify* app **within 7 days from the course date**.

An Expensify submission should include claims relating to only 1 course, if you have multiple courses with reimbursement claims, please submit a separate claim for each course. Tax invoices are to be included with your claim, EFT receipts and Credit Card/Bank Statements will not be accepted as evidence of a claim.

If you have not received the funds into your account within 21 days after submitting a claim, please contact finance@apls.org.au.

Further information about using Expensify will be provided when you are confirmed to instruct on a course. Refreshments (Coffee, Tea and Water) is available at the course venue, APLS is unable to reimburse individual refreshment purchases.

Please note that any personal expenses not related to the course must be approved by the Chief Executive Officer prior to being submitted for reimbursement.

Questions?

If you have any questions relating to the above policy, please contact APLS using the relevant course administrator email address below:

APLS Courses - aplscourses@apls.org.au

PLS Courses - pls@apls.org.au

GIC and ESDC courses - faculty@apls.org.au

Refresher courses - Refresher@apls.org.au