

PSCQ Policy–Travel, Accommodation and Participation Payment

Introduction

Funds have been set aside in the Professional Support Coordinator Program to assist Professional Support Network (PSN) members to participate in regional PSN meetings. The aim of this policy is to outline the nature of the funding available to meet car travel (over 100kms) expenses and the process for lodging a claim. The level of funding available to PSNs varies across regions to reflect the geographical scope of each region and access to transportation.

Costs covered by this policy

1. Travel – Km allowance for car

PSN members will be eligible to claim for expenses incurred in travelling from their workplace to and from PSN meetings. The following conditions apply:

CAR: Mileage will be paid at:

- 53.8 c/km for vehicles under 6 cylinder or
- 64 c/km for vehicles over 6 cylinders.

2. Participation Payment

Funding for attendance will be available to PSN members for their participation at PSN meetings where this has been agreed to and minuted by the PSN. A \$50 reimbursement will be available upon application for each PSN member following attendance at the prescribed PSN meeting. This \$50 fee will only be paid to the organisation (not the individual) following attendance and forwarding the appropriate application form

3. Air

Actual expenditure on the lowest economy or discounted fare from the nearest regional centre to the town where the meeting is taking place will be reimbursed. Wherever possible PSCQ members should seek to purchase discounted fares. Original tax receipts for payment of any airfares are required for reimbursement.
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4. Accommodation

Funding for accommodation (including breakfast) will be available to PSN members for their attendance at PSN meetings where this has been agreed to and minuted by the PSN.

**** Wherever possible, it is preferable that the PSCQ team book and pay for air travel and accommodation as required, to ensure the accounting processes are more manageable for all parties.***

PSNs are accountable to services, the Workforce Council and each other to use the funds budgeted for their region in this policy in the most economical and effective way to resource the network so that it can carry-out its role effectively.

How to claim for funding - Travel, Accommodation and Participation Payment
Members of PSNs can gain access to the funding provided under this policy by:

1. Completing the attached form
2. Attach a tax invoice made out to the Workforce Council from your organisation.
3. Return to the Council at the address below.
 - Claims should be lodged following each meeting and no later than 3 months after the meeting. Claims older than 3 months may not be considered
 - Where costs are claimed for more than one meeting, identify the costs for each meeting separately
 - Log book presented and Minuted at the PSN Meeting (noting attendance) required when project officer not in attendance
 - Claims over 100kms only will be applicable.
 - It is the responsibility of each PSN member to keep a KM log book where necessary.
 - An appropriate tax invoice from the organisation which employs or engages the PSN member will be required.

PSCQ Claims

Workforce Council
Ground Floor, 303 Adelaide St
Brisbane Qld 4000.

**** It should be noted that any savings from the funding set aside for the travel and accommodation of PSN members attendance at meetings which isn't utilised may be added to the professional support fund provided for that region or carried over to the next year depending on the needs of the PSN.***