

Community Services Skilling Plan



TRAVEL TERMS & CONDITIONS FOR PARTICIPANTS

Transport, Accommodation, Meals and Incidentals

The Community Services Skilling Plan is a memorandum of understanding between the Department of Communities and the Department of Education and Training. To ensure Government funds are accounted for, and expended in a transparent manner, any transport, accommodation, meals, and incidentals being provided under this memorandum must adhere to the following terms and conditions.

Please note, not all conferences/courses provided by the Community Services Skilling Plan will include transport, accommodation, meals and incidentals. Inclusion of these is determined by the specific program holding the conference/course.

TRANSPORT:

All changes/cancellations of transportation tickets will be at the expense of the participant. A Tax Invoice will be sent to the participant for reimbursement of all outlaid/un-refundable costs.

Transport bookings will be made directly between the Community Services Skilling Plan and the transport provider. Reimbursements to participants are not authorised for transportation fees including kilometric claims, or fuel.

Transportation tickets will be ordered, booked and purchased in the name of the registered participant only.

Transportation tickets will only be purchased from the location of the participant's place of residence, or work.

Transport will be provided to attend the relevant business function within its timeframes, and will allow participants to arrive at the venue on the preceding evening, if a distance of over 100 kilometres is to be covered, to arrive and prepare for the business function. Participant's that wish to extend their stay past the business component of the trip will be required to make and purchase their own transport arrangements.

All destinations that require a connecting flight will endeavoured to be organised with a minimal stop over time. No personal extended stays are authorised whilst travelling on a connecting flight. Participants that wish to extend their stay at a connecting point are required to make and purchase their own transport arrangements for the total flight (e.g. residential/work location to business function/return).

Airport transfers will only be organised and purchased to take the participant from the airport to the business function, returning back to the airport on finish of business.

ACCOMMODATION

Participants will be provided with accommodation that is at least consistent with a 3 star rating used in RACQ accommodation directories, except where this standard is not available at a particular centre.

A standard room will be provided to all participants with the option to share with other participants.

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Only the accommodation is provided. *(Please see point 4 under Incidentals for a list of items not included within the payment of Accommodation)*

Accommodation bookings will be made directly between Community Services Skilling Plan and the accommodation provider. Reimbursements to participants are not authorised for accommodation fees.

Any personal accommodation required after the business function must be organised (and purchased) between the participant and the accommodation provider.

Participants that live under 100 kilometre radius of the provided accommodation or business function will not be allocated accommodation for the night before, or at end of business function.

MEALS

For any business function where meals are not provided, the participant will be notified in advance to make adequate arrangements.

For any business function where meals are provided;

- participants will be requested to notify of any food allergies, it is the responsibility of the participant to do so as meals will not be changed or reimbursed on the day,
- preferred foods will not be taken into consideration, and
- the food selection will be at the discretion of the Community Services Skilling Plan

No alcohol will be supplied at, during, or for business functions.

CANCELLATIONS (Accommodation & Meals)

Failure to advise the Community Services Skilling Plan of non-attendance 72 hours prior to a course will incur the un-refundable cost of total monies outlaid. These costs will be invoiced to you, or your employer if requested.

INCIDENTALS

The following cost will not be covered by the Community Services Skilling Plan and are the full responsibility of the participant or the organisation they are representing;

1. airport transfers from the participant's place of residence or work to the airport,
2. car parking and taxis,
3. meals; when not provided by the business function, and
4. mini bar, phone calls, pay to view television (e.g. movies), and all other charges that can be added to the participant's room bill from the accommodation provider

Participants that socialise after the close of the business function, do so at their own cost and liability. No alcohol will be provided by the Community Services Skilling Plan.

Travel Terms & Conditions are subject to change at the discretion of the Community Services Skilling Plan