

# Early Learning STEM Australia

## Educator Workshops 2017 - Travel and Accommodation Conditions [v3]

Early Learning STEM Australia (ELSA) is funded by the Australian Government and developed and delivered through the STEM Education Research Centre at the University of Canberra.

The following conditions apply for travel and accommodation arrangements and reimbursement of pre-approved associated travel expenses for Early Childhood educators from selected 2018 ELSA pilot preschools to support attendance at a 2017 ELSA workshop.

These conditions have been prepared in accordance with the University of Canberra travel policy.

### Information for Workshop Attendees and Preschool Administrators

This table outlines the travel and accommodation arrangements which will be arranged and paid for by the ELSA project and identifies other associated travel expenses which are eligible for reimbursement following workshop participation.

Arranged and paid for by ELSA	Paid for by Educator (eligible for ELSA reimbursement)
Travel – flights	Transfers – taxi, bus, train and parking
Accommodation (includes breakfast)	Additional meals depending on travel requirements <i>(if required to arrive prior to 6pm on the day before the workshop and/or unable to arrive home before 8pm on Day 2 of the workshop)</i>
Workshop meals (morning tea, lunch)	Dinner on the Day 1 of the workshop

**Main travel:**

- The main travel mode (plane, bus and/or train) will be booked promptly at the lowest available rate and paid for by the ELSA team for the time and date of the relevant workshop
- If a booking requires amendment for personal reasons, this will be at the participant's expense. In the event a flight is missed, the participant will need to make alternative arrangements at their own expense.

**Transfers:**

- Travel to and from airport and airport to accommodation will be organised and paid for by the participant and reimbursable through reimbursement process.

**Car travel:**

- Reimbursement for travel by car is at the Australian Taxation Office current rate of 66 cents per kilometre. The reimbursement claim must specify the number of kilometres claimed for a direct route between home and the venue. This should be shown on the invoice.
- Travel will only be reimbursed if the participant has driven more than 80km for a round trip (40km each way). Travel less than 80km will not be eligible for reimbursement.
- Parking expenses are reimbursable.

**Accommodation:**

- All accommodation will be arranged by the ELSA team. Accommodation will be at a hotel rated 3-4 star equivalent. Participants requesting alternate accommodation or if a booking requires amendment due to personal reasons, this will be at the participant's expense.
- ELSA will not cover additional expenses such as telephone, internet use, hotel movies, Wi-Fi access, room upgrade, costs for personal guests or mini-bar.

**Meals:**

Most meals will be supplied either by the hotel (breakfast) or at the workshop (morning tea, lunch). Participants are free to make their own plans, including for dinner, on the evening of Day 1 of the workshop. Participants can request reimbursement for their dinner on this evening.

- Dinner meal reimbursement is set at \$35.57. No alcohol will be reimbursed.
- Participants cannot claim meals which are provided by the airline or meals which occur before travel commences or concludes.
- A dinner allowance outside the workshop is available if the participant is required to arrive prior to 6pm on the day before the workshop and/or unable to arrive home before 8pm on Day 2 of the workshop.

**Important:**

ELSA does not cover items including the following: Flight upgrades including seating, flight/travel changes due to personal reasons, room upgrades, rental car, fines and penalties, expenses incurred for an accompanying family members or companion, and other personal expenses. *Note that this is not a definitive list. Requests for reimbursement outside of these guidelines will be assessed at the discretion of the ELSA project.*

## Information for Preschool Administrator issuing invoice for reimbursable expenses

The University of Canberra prefers to reimburse expenses via receipt of a single, consolidated invoice. For ease and speed of processing, it is suggested that educators liaise with their preschool administration to generate an invoice for ELSA reimbursement following the workshop.

### ***SUBMITTING AN INVOICE:***

- Invoices must be submitted to ELSA within 4 weeks of the workshop. Invoices will not be paid if they are received after this date.
- Invoice needs to show Preschool ABN, participant's name and itemised expenses including if the expense is GST inclusive or exclusive.
- Please send a copy of the receipts with the invoice.

If you have any questions or require any other information, please contact ELSA:

Early Learning STEM Australia

E: [team@elsa.edu.au](mailto:team@elsa.edu.au) (*please indicate best method and time to contact you*)

P: 1800 931 042 (*9am – 6pm AEDT*)

W: [elsa.edu.au](http://elsa.edu.au)