

## TRAVEL FUNDING TO NAFT EVENTS

### Intent

To outline eligibility and conditions for NAFT members in their applications for travel funding to and from NAFT events, and other French Teaching related conferences.

### Eligibility

- Applicants for subsidy must be financial members of NAFT prior to the application being submitted.
- Applications must be made in writing using the official NAFT Travel Subsidy form.
- Applications for air travel **must** be made in advance of the event, according to the conditions below.
- Applicants must not have exceeded the annual limit of **\$300 per member**.
- Applicants are encouraged to consider the cost-effectiveness of their methods of travel and select appropriate travel options.
- Applicants who demonstrate frequent organisation, coordination or presentation at NAFT events may be eligible for a **higher annual limit of \$500**. Limit increases will be determined by the Treasurer in conjunction with at least two other members of the executive committee.

## CONDITIONS

### Reimbursement for travel by car:

Reimbursement for **fuel costs only** are applicable to regional members who attend Sydney based events using their own personal vehicle. Sydney based members may also apply for reimbursement when travelling to regional events using the same process described below.

When making an application, fuel receipts **must be provided** with the reimbursement form. NAFT members are encouraged to car-pool to events, and higher subsidies as well as parking costs may be awarded to those who reduce travel costs in this manner. Parking fees will **not** be covered by NAFT for single occupant vehicles.

### Reimbursement for travel by plane:

Applications for reimbursement for airfares must be made **at least one month in advance** of the event. Where options exist, quotes from two airlines must be submitted to demonstrate cost effectiveness of the selected option. Either option may be selected by the applicant, however NAFT may only reimburse to the value of the lowest cost option.

Flights should be already booked at the time of application, as NAFT will **not** be responsible for making any bookings. Taxi fares to and from airports or events will **not** be paid for by NAFT unless prior consent has been given in writing to applicants who have demonstrated the necessity for this option. Greater leniency may be shown to members who share taxi fares, however **prior approval** for reimbursement must still be obtained. Taxi fare receipts must be provided to NAFT before reimbursement.

### Reimbursement for taxi fares:

As stated in the conditions for air travel, taxi fares to and from airports or events will **not** be paid for by NAFT unless prior consent has been given in writing to applicants who have demonstrated the necessity for this option. Greater leniency may be shown to members who share taxi fares, however **prior approval** for reimbursement must still be obtained. Taxi fare receipts must be provided to NAFT before reimbursement.