

## Travel Assistance Policy

**Assistance for travel and accommodation will be paid to attend the Annual General Meeting of the Njamal People's Trust.**

Travel Assistance is available to beneficiaries of the Trust, to assist with covering the cost of travel, accommodation, and incidentals/meals. This is to cover travel, accommodation and meals depending on the distance travelled.

A beneficiary is only eligible for these payments if they have travelled more than 100 km from their registered residential address to the meeting venue in South Hedland.

### **What is the travel allowance for Members or Beneficiaries who travel by road?**

A travel allowance of 78 cents per km will be paid to the driver of the vehicle only, if you are a passenger in the vehicle, you **are not** eligible to apply for travel allowance, however you **are** able to receive an accommodation allowance. This will be calculated from the driver's registered address. The total amount paid is capped at a maximum of \$1500 return.

Examples of travel allowance payments are:

Location	Km (return)	Amount
Karratha	458 km	\$357
Tom Price	810 km	\$632
Onslow	1,050 km	\$819
Geraldton	2,651 km	\$1,500-Cap
Perth	3,237 km	\$1,500-Cap
Newman	886 km	\$691
Broome	1,207 km	\$941

Source: [https://distancecalculator.globefeed.com/australia\\_distance\\_calculator.asp](https://distancecalculator.globefeed.com/australia_distance_calculator.asp)

### **What is the travel allowance for Members or Beneficiaries who travel by air/bus?**

Beneficiaries who travel by plane or bus, airfares or bus fares will be **reimbursed** for the actual ticket value up to a limit of \$1,500 upon presentation of receipt/invoice/itinerary to show the amount paid for the ticket. This can be before the day of the meeting.

Airfares purchased with loyalty points through programs like Frequent Flyer and Velocity will not be reimbursed.

## What is the accommodation allowance?

Accommodation and meal allowances are payable to beneficiaries living more than 100 km from the meeting venue. One night will be paid to those who travel between 100- 300 km (one way) and 2 nights for those who travel over 300 km.

Below table shows payments for accommodation and meals available:

Km (one way)	Accommodation	Meals
Under 100 km	\$0	\$0
100-300 km	\$300	\$100
More than 300 km	\$600	\$200

## How to apply for assistance prior to the meeting?

If you would like to receive Travel Assistance prior to the meeting, please complete the section on the Travel Assistance Form requesting an advanced payment. A payment of 50% of the travel allowance plus the full accommodation and meal allowance will be paid to your nominated bank account. The balance will be paid after the meeting has concluded.

Please note that all *Request for Advance Payment of Travel Allowance forms* should be sent in by **5pm on 15 November 2022** to [travel@ispl.org.au](mailto:travel@ispl.org.au).

If an individual does not attend the meeting after receiving the advance payment, the total amount advanced will be deducted from any funds that might otherwise be applied by the individual. The Njamal People's Trust reserves the right to decline applications for travel assistance if the Beneficiary has failed to attend 3 consecutive meetings after receiving assistance.

## Payments for Travel Assistance

Any advance payment will be made after a completed form has been received prior to the due date. For those individuals seeking reimbursement for the cost of flights or bus fares, this will be processed upon receipt of all documentation.