

Application for travel subsidy to Youth Action Event

Youth Action provides travel subsidies to Organisation Members to attend some events.

What costs will Youth Action subsidise?

Youth Action subsidises reasonable travel expenses from your home town (NSW or ACT only) to the event and return. We cannot subsidise accommodation, meals and refreshments, or parking.

Vehicles: We subsidise actual petrol costs only. We cannot pay Award kilometre rates or hire car costs.

Air fares: We will subsidise return air fares only if we judge that the time taken to drive would be unreasonable.

How much will we pay?

Youth Action normally subsidises 50% of your reasonable travel expenses.

If you need a full (100%) subsidy, fill in this form and attach a letter on letterhead outlining why you need a full subsidy. You should briefly outline:

1. your funding and budget circumstances
2. the importance to your work of attending the event.

Who is eligible?

- Your organisation must be a financial Member (not a Subscriber) before you can apply.
- Usually only those staff at the same postal address as the membership are eligible for subsidies.
- We give priority for subsidies to people in the target group of the event.

How to apply

Do not wait until you are booked into the event. Email this form as soon as you know your costs, to info@youthaction.org.au with the Subject Line: Travel Subsidy Application

We will get back to you usually within 7 days.

There is no deadline to apply, but if we receive your application after we have allocated our subsidy budget for that event, we cannot pay you any subsidy.

Enquiries
info@Youth Action.org.au

Application for travel subsidy to Youth Action event:

Your details

Event Date of event Suburb/town of event

Car travel: From to and return. Approx. kms: Est. petrol: \$.....

Air/bus/train travel: From to arriving at ... (time) on ... (date)

Return trip departing at (time) on (date). Quoted return fare: \$.....

Subsidy applied for

50% subsidy = \$.....

or

100% subsidy needed – letter is attached (see over for what to put in this letter).

Payment

Receipts attached

or

Please pay this subsidy in advance. Cheque payable to :

Your name

Organisation

Youth Action member no. (Your organisation must be a member, see the member list at <http://youthaction.org.au/about/membership/organisation/members-list/>)

Postal address

..... Postcode.....

Phone..... Email (please print clearly).....

I agree to comply with the conditions below. Signed Date

Conditions

Youth Action may cancel the subsidy and you agree to return any subsidy already paid if you breach

a condition:

1. Receipts: You will provide Youth Action with acceptable receipts before, or as soon as possible after, we pay you the subsidy.
2. Participation: You will make all reasonable attempts to attend and participate in the event from the start to the finish (so allow plenty of time to get to and from the airport/train/bus).

Youth Action Office use only - Received by: _____ Date received: _____

Approved. Amount: _____ Comments _____

Rejected. Reason: _____

Signature, position: _____ Date: _____ Cheque no: _____ Date posted: _____