



TRAVEL AND ACCOMMODATION

ASSISTANCE FOR COUNTRY MEMBERS ATTENDING AEU TRAINING COURSES, BRANCH COUNCIL AND OTHER AEU MEETINGS AND ACTIVITIES

AEU training courses, Branch Council meetings and other AEU activities attract funding assistance for travel and accommodation for country members travelling from outside the greater metropolitan area. Availability of funding assistance for union training will be indicated in the course details. N.B. Travel and accommodation funding assistance is not provided by the AEU to support members who attend AEU professional development.

Country members requiring flights and / or accommodation assistance **MUST** contact Lina Candiotta at the Australian Education Union, lcandiotta@aeusa.asn.au, phone 82721399, fax 83731254.

ACCOMMODATION:

Accommodation will only be funded when it is necessary for members to attend AEU meetings, conferences or training on consecutive days, or if it is not possible to return on the same day due to airline timetables or distance. If members wish to extend their stay in Adelaide for personal reasons, they must make these arrangements themselves, and pay for any additional accommodation costs incurred. Accommodation booked by the AEU is for room only (including continental breakfast), and is billed directly to the AEU. Any incidentals are to be paid for by the member on check-out. Accommodation will usually be booked at Tiffins on the Park, a hotel within walking distance of the AEU at 176 Greenhill Road Parkside, phone 8271 0444, or Freecall 1800 882 471, email sales@tiffinsonthepark.com.au

- For members attending an AEU course, **twin-share accommodation (non-smoking) will be booked (i.e. two beds in one hotel room)**. This means that members will be sharing with another member, unless other arrangements are made with Lina. A single room will only be booked for members with a medical condition, or when a member opts to pay for half the cost of a single room, currently \$57.50. Continental breakfast is provided with accommodation package.
- Members unable to attend and use the accommodation booked for them **MUST** notify Lina Candiotta or Lou Roberts at the AEU within 24 hours of the event. **Members who fail to notify their inability to attend will be invoiced for half the cost of their accommodation.** Members wishing to have a family member share their room must advise Lina, and pay for half the cost of the room and breakfast.
- Members are responsible for payment of newspapers, beverages, telephone calls, meals and other incidentals.
- For training courses, overnight accommodation is provided only if a member has to travel more than three hours in the day.
- Please note that non-smoking rooms will be booked for members, unless members request otherwise.

TRAVEL:

Country funding assistance may include the cost of a flight, bus fare or a cash amount based on mileage. To claim reimbursement for bus expenses or mileage, members should present a completed Member's Expense Claim Form (available from the AEU) with receipts attached. **Members requiring flights MUST contact Lina Candiotta to book them, lcandiotta@aeusa.asn.au phone 8272 1399.**

If required, an economy airfare will be provided for members. Cheapest available fares will be purchased. However, if members opt to extend their stay in Adelaide for personal reasons, and the return air fare is more expensive than it would have been if they had returned directly after the AEU activity, the member will be invoiced for the difference in cost. **Members unable to attend the AEU event, and therefore unable to use the flight, MUST notify Lina Candiotta or Lou Roberts at least 24 hours prior to the event.** The flight can then be held for a later event. Otherwise the AEU forfeits the flight. **Members who fail to notify the AEU of their inability to attend will be invoiced for half the cost of their flight** (unless this is due to ill health or other unexpected event).

Should members prefer to travel by car, they may claim the mileage allowance - a maximum of up to the equivalent economy airfare. Country members may claim 30 cents per kilometre for expenses incurred to attend courses/training. Pitjantjatjara members will be reimbursed 60c per kilometre for travel on unsealed roads. Total kilometres paid is not to exceed the equivalent available airfare. Coach fares can also be arranged for country members. Travel associated with attendance at Area Meetings is reimbursed at the rate of 30¢ per kilometre for distances over 50km round trip.

Cab fares, hire cars and city travel are not usually funded, as accommodation is always booked by the AEU at its preferred hotels within walking distance from the AEU. Full reimbursement is only provided for return taxi travel from the airport to AEU accommodation. Receipts must be produced, and attached to the completed Member's Expense Claim Form. More information on travel and accommodation assistance can be obtained from Lina Candiotta at the AEU, ph: 8272 1399 or email lcandiotta@aeusa.asn.au .