

Important information for **replacement** or **allocation** funded participants in VET Teacher Training programs 2010

TRAVEL

The following information will apply if you wish to claim reimbursement of approved travel costs incurred in attending the Methodology Orientation program and other compulsory components of your VET Teacher Training.

All travel related to the Program must have approval from the Vocational Education in Schools Directorate. The **Approval to Travel** form must be submitted at the beginning of your training regardless of the mode of transport you intend to use. The approval to travel is then valid until the end of that year.

Unless you require air travel, please make your own travel arrangements as follows:

- **Rail and coach travel**

Wherever possible, teachers should travel by rail or coach to attend a training component. Claims for fares must be accompanied by **original receipts/tickets** showing the details of expenditure. You can keep your train ticket by exiting through the manned gate.

- **Taxi travel**

Only payable where public transport or shuttle service is not available. For extenuating circumstances, **approval from VET Teacher Training must be sought prior to travel.**

- **Private car travel**

Teachers may use their private motor vehicle to travel to the program. Private car travel is reimbursed using specified journey rates based upon engine capacity of the car. Subject to change, the current rates are:

| Engine capacity | Specified journey rate |
|------------------------|-------------------------------|
| Under 1600cc | 25.2 cents/km |
| 1600cc – 2700cc | 29.6 cents/km |
| 2701cc or over | 30.0 cents/km |
| Any Motorcycle | 31.5 cents/km |

These rates are designed to cover petrol costs incurred by the teacher. Petrol receipts related to private car travel do not need to be forwarded to VET Teacher Training, however you must note within your Travel Diary kilometres travelled on each day.

A copy of the following documentation **must** be attached to the **Approval to Travel** form:

- **Comprehensive car insurance.** A private motor vehicle used for travel to a training program must be covered by a current comprehensive (not third party) car insurance policy.
- **Current NSW Driver's licence**
- **Car registration.** If your registration falls due at any time during the year, you will need to submit another copy to VET Teacher Training.
- If you are not the insured/owner of a vehicle but may have access to one, you will need to provide a letter from the insured/owner giving you permission to use the vehicle.

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- **Domestic air travel**

All air travel must be approved by the Director, Vocational Education in Schools or designated senior officer and booked through VET Teacher Training. To arrange a flight booking, fax the ***Approval to Travel*** and the ***Application for Air Travel*** form to VET Teacher Training at least three weeks (where applicable) prior to travelling. Include all relevant details of your itinerary. Air travel is booked at the LEAST EXPENSIVE FARE AVAILABLE for the time and route required which provides **no flexibility** for changes. To ensure bookings are suitable, it is recommended that you check available flights and departure/arrival times (internet or travel agent). (Care must be taken in providing times and dates as **alterations to flights can only be made through VET Teacher Training under extreme circumstances.**

Note: Training commencement times are not flexible. Your flight needs to arrive with sufficient time for you to transfer from the airport to your destination.

A flight booking confirmation will be emailed to you.

- **Meals**

You can claim meal allowances for costs incurred purchasing meals whilst attending orientation and other compulsory components of your VET training program. **Claims can only be made when meals are not already provided for you, i.e. not for lunch during orientation program, breakfast as part of the accommodation package and in-flight meals. DET will not reimburse participants for any alcoholic beverages purchased.** Other drinks, snacks or coffee that are not part of the meal are not claimable.

The meal allowance rates are as follows as of August 2009:

High cost centres: Sydney, Canberra, Newcastle and Wollongong

| Meal | Rate |
|-------------|-------------|
| Breakfast | \$22.30 |
| Lunch | \$25.00 |
| Dinner | \$43.00 |

Lower cost centres: all other areas not listed above

| Meal | Rate |
|-------------|-------------|
| Breakfast | \$19.95 |
| Lunch | \$22.80 |
| Dinner | \$39.30 |

To apply for meal allowances you must complete the third page of the ***Travel Claim*** that includes the Meal Allowance Diary.

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Accommodation

VET Teacher Training arranges accommodation for *eligible* teachers on a twin share basis during orientation and other compulsory components of the VET training program. **If you request a single room, a surcharge will apply and you are responsible for paying this through the online registration website. Please note all other costs such as room service, telephone, video hire, minibar, etc. are your responsibility and should be paid at check-out time.**

VET Teacher Training arranges group booking accommodation to encourage networking and collegial sharing amongst the cohort of teachers training. **Prior approval is required from VET Teacher Training if you wish to make alternative accommodation arrangements. Meal allowances cannot be claimed if you choose to stay at alternate accommodation and meals were being provided at the accommodation arranged by VET Teacher Training.**

Reimbursement of Expenditure

All claims for reimbursement of travel and meal allowances incurred by you must be submitted within **one week** of when the expenses were incurred. The original of the completed five-page **Travel Claim** form should be posted (not faxed) and originals (not photocopies) of all related receipts/tickets attached. You are advised to keep copies. In the event that a receipt has been lost, a STATUTORY DECLARATION must be submitted, otherwise reimbursement will not be made. *(NB. If travelling by train, do not go through the electronic barrier as the machine will keep your ticket. Please go through a gate staffed by a State Rail employee and ask to keep your ticket for claim purposes).*

A copy of the *Travel Claim form* is attached. Please copy it for each claim throughout your program. Read it carefully and complete all details. The **Travel Claim** form should be filled out using blue ink only.

The second page of the form includes the Travel Diary which must be completed for all forms of travel. Submit one claim *within one week* after each component of your training program has been completed.

CHECKLIST FOR TRAVEL CLAIMS:

Page 1 Have you completed all personal details (question 1 – 12)?
Don't forget to SIGN and DATE the form

Page 2 If travelling by car, have you provided copies of your **current**:

- comprehensive car insurance?
- NSW driver's licence?
- car registration?

(Once these have been provided to VET Teacher Training for the first claim of your training program, there is no need to provide them again for subsequent claims)

If applicable, include the odometer reading in question 14.

Page 3 **Include all originals of receipts** (we recommend keeping photocopies in case of misadventure).