

# Memo

Queensland Curriculum and Assessment Authority

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18 April 2017

Senior secondary

Number: 021/17

## Travel arrangements for senior syllabus implementation workshops

### Purpose

This memo provides information on reimbursement for teachers attending senior syllabus implementation workshops.

### Background

The QCAA is offering fully funded workshops for Year 11 and 12 teachers who will be using general syllabuses from 2019. This will include one day of face-to-face professional learning for most general subjects, or two days for new subjects.

### Information

The program of senior syllabus implementation workshops is for teachers who will be teaching a senior class in 2019–20.

### Teacher Relief Scheme (TRS)

Schools will be entitled to claim one day of TRS per attendee for each day of the workshop attended (one day workshop — one day TRS, two day workshop — two days TRS).

If a teacher attends more than one workshop, TRS can be claimed for each workshop that the teacher attends.

### Travel arrangements for eligible schools

To be eligible for travel reimbursement, a school must be over 250 km (return trip) from the workshop venue.

Distance eligibility will be calculated using Google maps from the attendee's school to the workshop venue (most direct route).

Eligible schools are required to organise, book and pay for all travel arrangements for each workshop attendee, e.g. flights, accommodation and car hire. These schools will be entitled to reimbursement of the following approved travel costs for each workshop attendee. Any other travel costs will not be reimbursed.

## Approved travel costs

Travel costs	Details	Supporting documentation required
Airfares	Economy flights only.	Flight itinerary / tax invoice
Accommodation	Maximum of \$180 per night; one night's accommodation per workshop day.	Hotel tax invoice
Meal costs	One breakfast and dinner (up to \$21.15 and \$41.65 respectively) per workshop day.	Nil
Car hire	Maximum of \$50 per day (at a maximum of 2 days' rental per workshop day).	Car hire tax invoice
Fuel costs	Fuel costs for hire car / own vehicle.	Service station tax invoice

If you believe there are exceptional circumstances for QCAA to consider in relation to time spent travelling to and from workshops, you are welcome to contact Samantha Durham at [finance@qcaa.qld.edu.au](mailto:finance@qcaa.qld.edu.au), or phone (07) 3864 0265.

## What you need to do

To apply for TRS and reimbursement of travel costs, schools must submit a tax invoice to the QCAA within three (3) months of the workshop date. Failure to submit within this timeframe may result in non-payment of the invoice.

A tax invoice must be submitted for each workshop and include the following details:

- attendee names
- workshop date, e.g. 15/08/17
- workshop name, e.g. Ancient History
- venue name, e.g. Mercure Townsville
- TRS rate of \$473.75 per day (inclusive of GST)
- travel costs requiring reimbursement (with supporting documentation).

**Email tax invoices to [finance@qcaa.qld.edu.au](mailto:finance@qcaa.qld.edu.au).**

## Finding out more

Please email Samantha Durham at [finance@qcaa.qld.edu.au](mailto:finance@qcaa.qld.edu.au), or phone (07) 3864 0265.

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