

# Travel Subsidy Scheme for SPEAQ Forum 2023

## Info Sheet

The SPEAQ Forum 2023 Travel Subsidy Scheme is designed to assist SPEAQ members from around Queensland, particularly in rural and remote regions, to travel to Brisbane for this year's SPEAQ Forum. The maximum amount awarded to each successful applicant is \$800. Applications are to be submitted by [online form](#) by Monday 9/10/2023. A limited number of places are available. Successful applicants will be notified within the week. The subsidy will be paid as a reimbursement on substantiated travel expenses.

Amount available to participants	Up to 75% of travel costs ; to a maximum of \$800 per person
Eligibility	<ul style="list-style-type: none"> <li>• Current financial members (including employee members of member orgs)</li> </ul>
Selection criteria (separate criteria for full subsidy; And other criteria (supports part subsidy)	<ul style="list-style-type: none"> <li>• Priority will be given to members who can demonstrate that they would not otherwise be able to attend</li> <li>• Must write a short spiel saying why they need the subsidy, and the value of the subsidy to them, their clients, the organisation and the sector.</li> <li>• Priority given to those with high travel costs, low opportunity for accessing training/PD, and supporting diversity and inclusion</li> </ul>
Selection Process	<ul style="list-style-type: none"> <li>• Member submits application form and supporting documentation (quotes for travel costs)</li> <li>• (Please discuss with your manager prior to application)</li> <li>• Must be received by Closing date</li> <li>• WorkUP will review applications and select successful applicants and then advise SPEAQ</li> <li>• Applications are ranked according to criteria</li> <li>• Applications are allocated an amount up to 75% of costs (up to \$800) in rank order until total value of scheme has been allocated</li> <li>• Funds for the scheme may not be fully allocated if there are insufficient appropriate applications</li> <li>• SPEAQ will advise successful applicants of the amount to be awarded</li> </ul>
Reimbursement	<ul style="list-style-type: none"> <li>• Successful applicants to provide receipts and proof of payment (i.e. self or organisation), and bank details for payment.</li> <li>• Money will be disbursed once the above are received and verified</li> <li>• Funds to be provided by EFT into participant bank account</li> </ul>