Member grant reimbursement application form – Travel subsidies

This form should be completed by NADA members applying for reimbursement of a travel subsidy which has been pre-approved. Please ensure you are aware of the travel [subsidy eligibility criteria](https://nada.org.au/about/what-we-do/grants-subsidies/) before completing this form.

# How to apply

For your organisation to receive reimbursement you must:

1. complete and submit this form to the relevant NADA staff member after the activity is completed
2. attach an itemised tax invoice from your organisation (showing GST, ABN and EFT details) as per the approved grant
3. provide all relevant receipts of purchase to support your claim.

# Applicant details

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| --- |
| Name Click here to enter text.  |

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| --- |
| Position Click here to enter text. |

|  |
| --- |
| Service / Program name Click here to enter text. |

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| --- |
| Organisation Click here to enter text. |

|  |
| --- |
| Address Click here to enter text. |

|  |  |  |
| --- | --- | --- |
| Mobile Click here to enter text. |  | Email Click here to enter text. |

# Grant details

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| --- |
| Grant Pre- approval date: (see grant approval letter/email) Click here to enter a date.  |

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| Approved by NADA Staff member: Click here to enter text. |

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| --- |
| Activity Name: (e.g. training event attended): Click here to enter text. |

|  |
| --- |
| Activity Date(s): Click here to enter text. |

|  |  |  |
| --- | --- | --- |
| Funds approved Click here to enter text. |  | Funds Sought\*: Click here to enter text. |

# *\*NADA reimbursement grants will only approve release of funds to the value of the approved grant or less than the approved grant where the approved amount exceeded actual expenditure.*

# Feedback

# The training associated with my travel subsidy was valuable and worthwhile? (Please tick one only)

# [ ]  Strongly Agree

# [ ]  Agree

# [ ]  Neutral

# [ ]  Disagree

# [ ]  Strongly disagree

# Do you have any other comments/feedback on your course/the travel subsidy program?

|  |
| --- |
| Click here to enter text.  |

# Endorsement

The applicant and the applicant’s manager must complete this section to acknowledge that the activity was completed and the requested funds match expenses paid out by the organisation and/or those approved in the pre-approval process.

**Please note** signatures are not required however the manager and applicant should be Cc’d into email correspondence.

|  |
| --- |
| Applicant Name Click here to enter text.  |

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| --- |
| Date: Click here to enter a date. |

|  |
| --- |
| Managers Name: Click here to enter text. |

|  |
| --- |
| Date: Click here to enter a date. |

# Attached information

Please ensure all relevant information is attached including:

[ ]  an itemised tax invoice

[ ]  receipts of purchase

[ ]  documentation demonstrating km travel (for petrol reimbursement) where applicable.

Please note any further details here if needed: Click here to enter text.

# Where can I find more information around NADA travel subsidies??

For information on NADA travel subsidies please visit <http://nada.org.au/about/what-we-do/grants-subsidies/>

Submit your form to: traininggrants@nada.org.au