



PIANC AU-NZ: Working Group Travel Assistance Program (TAP)

This policy defines the requirements and expectations regarding the Travel Assistance Program (TAP).

TAP has been established by the Board of PIANC AU-NZ to provide partial funding to allow appointed WG members to undertake international travel to attend WG meetings. The Board further understands that such travel associated with attending in-person Working Group meetings incurs both direct and indirect costs to the individual members and their employers.

TAP cannot be used for any other reason than as defined above.

Accordingly, it has been determined that PIANC AU-NZ will offer partial financial assistance to the appointed WG members.

Eligibility	<ul style="list-style-type: none"> An appointed Member, YP Member, or Alternate Member of an active Working Group.
Maximum Allowance	<ul style="list-style-type: none"> Up to \$3000.00 AUD per WG Member Annually, payable post travel.
Application Process:	<ul style="list-style-type: none"> Applicant should apply for TAP through the relevant PIANC AU-NZ Commission Lead as soon as practical before travel is undertaken. The Applicant will be advised of the outcome of their application for TAP within 14 days of submission of the application. Application should include the following details: <ul style="list-style-type: none"> ✓ Work completed to date by the WG. ✓ Estimated financial commitment to date by the member and/or their employer. ✓ A commitment by the Applicant that they will prepare a report (for general member distribution) or deliver a presentation at a regional or any other PIANC AU-NZ event providing an overview & outcomes of the WG meeting. ✓ Applicant should confirm that approval covering the full cost of travel was sought from their employer prior to submitting the TAP application. ✓ It is the Boards expectation that their employer will either fully or partially fund the travel. ✓ The application MUST be approved before any expenses are incurred (except those funded by their employer)
Reimbursable Items:	<ul style="list-style-type: none"> Economy Airfares Accommodation (Room & Breakfast). Local Transport
Reimbursement Process:	<ul style="list-style-type: none"> The approved TAP Recipient should prepare an expense report with matching receipts presented in a single PDF document Submit expense report with copy of TAP Approval, to the PIANC AU-NZ Treasurer for reimbursement via treasurer@pianc.org.au