

# Travel Reimbursement Policy

This policy is to support the participation of remote and regional young people in the YMCA Queensland Youth Parliament program.



## POLICY OVERVIEW

Each year, the YMCA Queensland Youth Parliament (QYP) assigns a total of \$12,500 to be used for both scholarships and partial travel reimbursements.

Scholarships are provided to support participant (Youth Member) attendance in the program. Partial travel reimbursements are made available to Youth Members who are traveling from regional Queensland to Brisbane for the Launch Weekend and Residential Sitting Week components of the program. Reimbursements are only made once Youth Members have paid their participation fee and tried unsuccessfully to generate sponsorship to cover their own travel costs.

This policy is to support the distribution of funds in accordance with the guidelines set out in the Service Agreement.

The YMCA Queensland Youth Parliament is funded in part by the Queensland Government and the Department of Environment and Science (DES), with support from the Queensland Parliamentary Services.

## ELIGIBILITY

The travel reimbursement fund is dispersed at the discretion of the scholarship committee, and is granted to Youth Members living outside of the South East Queensland Region who demonstrate financial hardship that would otherwise stop them from attending the Launch Weekend and/or Residential Sitting Week component of the program.

## SCHOLARSHIP COMMITTEE

The scholarship committee will be comprised of the following members:

- Queensland Youth Parliament Program Coordinator
- Queensland Youth Parliament Youth Governor
- Group Manager – Operations (YMCA Brisbane)

Youth Members living in the following Local Government Areas (LGAs), and Youth Members that reside at college campuses in the below LGAs during their tertiary studies, will not be eligible for travel reimbursement.

- Brisbane City Council
- Ipswich City Council
- Logan City Council
- Redland City Council
- Moreton Bay Regional Council
- Gold Coast City Council
- Sunshine Coast Regional Council
- Noosa Shire Council
- Lockyer Valley Regional Council
- Somerset Regional Council
- Toowoomba Regional Council
- Gympie Regional Council
- Fraser Coast Regional Council

## QUEENSLAND YOUTH PARLIAMENT

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## APPLICATION PROCESS

Eligible Youth Members may apply for partial travel reimbursement by writing to or emailing the Queensland Youth Parliament Program Coordinator with:

- Travel itinerary
- Receipts
- Bank account details

In their application, Youth Members must demonstrate that they attempted to seek sponsorship for their travel costs, but were unsuccessful.

Applications will be assessed on a number of criteria, including remoteness, distance of travel, effort to seek sponsorship as well as personal circumstances.

Reimbursements may be increased at the discretion of the Scholarship Committee.

## DUE DATES

The maximum reimbursement amount can be provided to eligible Youth Members who arrange their transport (i.e. book their airfares, etc) by the following dates:

Launch Weekend: 31 March

Residential Sitting Week: 11 September

Eligible Youth Members may still apply for a partial travel reimbursement after these due dates, up to \$150.

Youth Members are required to have paid their participation fee to receive any travel reimbursement.

## ADMINISTRATIVE PROCEDURES

1. The details and availability of the scholarships are communicated to Youth Members via the website in advance of applying and subsequently through their participant packs if successful in gaining a place in the program.
2. Youth Members are in the first instance encouraged to seek sponsorship for their travel costs. Information and support are provided for this.
3. In cases of identified financial hardship, YMCA Brisbane may book and pay for a Youth Member's flights.
4. A record of all Youth Members receiving a scholarship must be recorded and reported to the Department of Environment and Science via the annual program report.

<b>Policy Name</b>	YMCA Queensland Youth Parliament - Scholarship Policy
<b>Author</b>	YMCA Queensland Youth Parliament - Program Coordinator
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<b>Approver</b>	Group Manager - Operations

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