

YMCA QUEENSLAND YOUTH PARLIAMENT TRAVEL REIMBURSEMENT POLICY

POLICY OVERVIEW

To assist with the participation of remote and regional participants in the YMCA Queensland Youth Parliament Program, Youth Members are able to apply for partial travel reimbursements when travelling from regional Queensland to Brisbane for the Launch Weekend and Sitting Week components of the program.

ELIGIBILITY

Youth Members living in the following Local Government Areas (LGAs), as well as 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 Bay City Council
- Moreton Bay Regional Council
- Gold Coast City Council
- Sunshine Coast Regional Council
- Lockyer Valley Regional Council
- Somerset Regional Council
- Toowoomba Regional Council
- Gympie Regional Council
- Fraser Coast Regional Council

All other Youth Members living in electorates that are not in the above LGAs are eligible to apply for reimbursement of the cost of travel up to a maximum of \$200.00 each time they travel to Brisbane for Launch Weekend and Sitting Week. Airfares, bus tickets and train tickets are all accepted.

HOW DO I APPLY FOR REIMBURSEMENT?

Applications should be sent in writing to the QYP Coordinator with relevant documentation attached (flight itineraries and invoices). In exceptional circumstances, reimbursements may be increased at the discretion of the Coordinator.

The State Council of the YMCAs of Queensland Inc. is dedicated to providing opportunities for all people to grow in body, mind and spirit, with a strong emphasis upon improving the lives of youth in necessitous circumstances. To ensure that the achievement of this goal is not diminished, the YMCA will attempt to ensure that no person is turned away from our programs due to financial barriers. If you are experiencing financial hardship, please contact the QYP Coordinator to discuss your situation in strict confidence at gypcoordinator@ymcabrisbane.org.

The maximum reimbursement amount can be provided to regional Youth Members who arrange their transport and submit the necessary application **by no later than two weeks before** the residential event.

NB:

Regional Youth Members may still apply for a maximum of \$150.00 travel reimbursement after the event. However, failure to pay the participant fee by the due dates as set by the Coordinator may jeopardise their eligibility for travel reimbursement.

POLICY MANAGEMENT

Policy Name:	YMCA Queensland Youth Parliament Scholarship Policy
Author:	QYP Coordinator
Date Approved:	23 January 2015
Review Date:	April 2019
Policy Number:	QYP001
Approver:	Group Manager - Operations