NATSIFAC Program Regulation Support Hub

## **Guidelines for reimbursement – travel expenses for workshop attendees**

The NATISFACP Regulation Support Hub team will facilitate 5 face-to-face 1.5 day workshops across Australia (Adelaide, Alice Springs, Darwin, Melbourne and Townsville) during September and October 2025. These workshops will provide in person training to NATSIFAC Program service providers.

The purpose of these guidelines is to provide direction to service providers attending a workshop, including information on travel related reimbursement entitlements.

Workshop travel-related expenses will be reimbursed for **up to three staff members** for each NATSIFAC Program service provider. If additional staff wish to attend, prior approval from the NATSIFAC Regulation Support Hub is required. Please note that any costs for additional staff attendance, once approved, will be the responsibility of the service provider.

Please note: all reimbursements for flights, accommodation, meals and incidentals, will be processed in line with the ATO’s reasonable travel expense limits. Where expenses exceed these limits, reimbursement may be capped accordingly. **We recommend reviewing the current ATO guidelines:** [**TD 2024/3 | Legal database.**](https://www.ato.gov.au/law/view/document?docid=TXD/TD20243/NAT/ATO/00001)

#### **Air travel**

All travellers must book the lowest practical economy class fare available on the day of booking, while meeting business requirements. In some cases, we may seek clarification regarding a ‘reasonable’ flight cost.

#### **Ground transport - taxi, uber, private vehicle, bus, ferry, train**

Travel to and from the airport on days of travel to work related locations and between accommodation and workshop venues will be reimbursed. Parking expenses for a private vehicle used for official travel may also be reimbursed.

#### **Accommodation**

Service providers are entitled to up to two nights of accommodation per workshop. If additional nights are required, prior approval must be sought from the NATSIFACP Regulation Support Hub. We encourage you to review the current ATO guidelines: [TD 2024/3 | Legal database.](https://www.ato.gov.au/law/view/document?docid=TXD/TD20243/NAT/ATO/00001) ‘Table 1: Reasonable amounts for domestic travel expenses’ for current accommodation expense limit per ‘place’. Reimbursements will be capped in line with the ATO guidelines; any expenses above the ATO accommodation limits will be the responsibility of the service provider.

#### **Meals and incidentals**

We encourage you to review the current ATO guidelines: [TD 2024/3 | Legal database.](https://www.ato.gov.au/law/view/document?docid=TXD/TD20243/NAT/ATO/00001) ‘Table 1: Reasonable amounts for domestic travel expenses’ for current food/drink and incidental expense limits per ‘place’. Reimbursements for meals and incidentals will be capped in line with the ATO guidelines, any costs above the ATO limits will be the responsibility of the service provider. All tax invoice receipts must be presented with the reimbursement form as part of the reimbursement process.

#### A black background with a black square**Reimbursement** **process**

* Each service provider can have up to **three attendees** per workshop. Please submit **one total invoice** that summarises all claimed expenses for all attendees, **plus a valid tax invoice or receipt** for each expense.
* **All expenses must be itemised** for GST purposes, showing both GST-inclusive and GST-free (non-taxable) items. See the **optional reimbursement template** and ‘**GST cheat sheet**’ for guidance.
* The **reimbursement form template** is provided for your convenience. Its use is optional and can help you track GST and non-GST expenses.
* As each service provider may have up to three attendees at a workshop, please provide a total invoice summarising the total amount claimed for all attendees, together with a valid tax invoice or receipt for each allowable expense.
* **Submit your completed invoice** (and reimbursement form, if used) within **10 days of the workshop** to: **NASTIFACregulationsupport@nintione.com.au**
* Once received, your claim will be reviewed and forwarded to our finance team. **Allow up to two weeks for reimbursement**.

#### **Expenses we will not cover**

Please note that non-related travel expenses are not eligible for reimbursement. These include costs that fall outside of approved workshop related travel and accommodation. Examples of non-reimbursable expenses are:

* Alcoholic beverages
* Excess baggage fees
* Meals for another person
* Airport lounge membership or passes
* Laundry costs
* Tips
* Where meals are provided (i.e. during the workshop itself)
* Accommodation for another person

We understand there may be occasions where clarification or further discussion is needed. Please contact NATISFAC Regulation Support Hub NASTIFACregulationsupport@nintione.com.au or **0429 621 646** for assistance. Our aim is to make this process as straightforward as possible.