



WAFLPN Annual Conference Travel Subsidy Policy - 2025

WA Family Law Pathways Network (WAFLPN) acknowledges the valuable contributions of our members in helping us deliver timely and targeted events across regional Western Australia.

As the **Annual Conference** will not be livestreamed this year, the network aims to support delegates who may face financial limitations by offering travel subsidies ranging from \$300 to \$800, based on region and allocated at the discretion of the WAFLPN Steering Committee. Practitioners located in the following regions are eligible to apply.

- **Goldfields (up to \$500)**
- **Great Southern (up to \$500)**
- **Kimberley (up to \$800)**
- **Mid West (up to \$500)**
- **Pilbara (up to \$800)**
- **South West (up to \$300)**
- **Wheatbelt (up to \$300)**

The **travel subsidies** have been established to cover the costs of **travel (flights or fuel) and accommodation** for attending the **Annual Conference** only. These subsidies **do not** cover incidental expenses such as **conference fees, food, dining, alcohol, or parking**.

The travel subsidies are available to sole trading **practitioners and small, not-for-profit organisations** who are responsible for funding their own activities and would otherwise struggle to meet their annual **professional development requirements**.

If you are interested in applying for a **2025 travel subsidy**, please complete the **Expression of Interest** form (attached) and submit it to WA.FamilyPathwayNetwork@RelationshipsWA.org.au by **COB 11 April 2025**.

Successful applicants will be notified via email by **COB 18 April 2025**.

Procedure for Claiming the Travel Subsidy

Please read the procedure carefully before requesting the subsidy.

Regional delegates who wish to claim the subsidy agree

To apply for the subsidy:

- **Complete** and forward the Expression of Interest form below (save & submit these three pages).
- **Confirm** their willingness to cover any additional costs not covered by the subsidy.

If approved, to receive the subsidy on the following **terms and conditions**:

- **Ensure** that travel and accommodation costs are paid at the time of booking attendance at the conference.
- **Collect and retain receipts** verifying expenses.
- **Make all travel arrangements and payments** before attending the conference.
- **Understand that the subsidy is not retrospective**, and expenses incurred before approval **will not** be covered.
- **Personally cover up front travel expenses** and ensure they have not been reimbursed from any other source.
- **Provide valid receipts** for eligible expenses to claim the subsidy.
- Note that **the nominated subsidy amounts are maximum limits per region**
- **Submit an invoice** to WAFLPN for the amount being claimed, including all relevant receipts.
- **Send invoices** to WA.FamilyPathwayNetwork@RelationshipsWA.org.au by **14 May 2025**.

Expression of Interest for conference subsidy:

Delegate Name:							
Role/Position:							
Agency/Organisation:							
Region:							
Activity: WAFLPN Conference <input type="checkbox"/> Day 1 <input type="checkbox"/> Day 2 <input type="checkbox"/> Day 1&2							
Relevance to your Professional Goals:							
Your Expected Outcomes & Evaluations:							
Feedback Commitment to your team/agency/organisation (✓ TICK):	<input type="checkbox"/> Written report <input type="checkbox"/> Verbal report to staff meeting <input type="checkbox"/> Workshop for staff <input type="checkbox"/> Other (describe below)						
Costs							
Accommodation:	\$						
Airfares:	\$						
Fuel:	\$						
Total Costs:	\$						
Name:							
Signature:							
Date:							
WAFLPN Use Only	<table style="width: 100%; border: none;"> <tr> <td style="width: 33%;">Approved</td> <td style="width: 33%;">Not Approved</td> <td style="width: 33%;">Region</td> </tr> <tr> <td style="width: 33%;"></td> <td style="width: 33%;"></td> <td style="width: 33%;">Amount \$</td> </tr> </table>	Approved	Not Approved	Region			Amount \$
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