



WAFLPN Annual Conference Travel Subsidy Policy - 2026

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.

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 **2026 travel subsidy**, please complete the **Expression of Interest** form (attached) and submit it to WA.FamilyPathwayNetwork@RelationshipsWA.org.au by **COB 10 April 2026**.

Successful applicants will be notified via email by **COB 30 April 2026**.

Note: The travel subsidy is a retrospective payment, please read the whole of the Procedure for Claiming the Travel Subsidy section below.

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 retrospective**, and expenses incurred before approval **will not** be covered.
- **Personally cover up front travel expenses** and ensure they have not been reimbursed by 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 **15 May 2026**.

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) |
| Costs | |
| Accommodation: | \$ |
| Airfares: | \$ |
| Fuel: | \$ |
| Total Costs: | \$ |
| Name: | |
| Signature: | |
| Date: | |
| WAFLPN Use Only <input type="checkbox"/> Approved <input type="checkbox"/> Not Approved Amount \$ | |