

2010 ACS CAREER ADVISER SEMINARS Travel Reimbursement Procedures

Careers advisers travelling over 100km round-trip (capped at 300km round-trip) **by car, bus or train** to the Seminar, are eligible to claim. Car travel reimbursements will be calculated using the Taxation Office's latest [Rates per business kilometre](#).

In order to claim travel reimbursement, you will need to submit a claim form and a signed statement form of kilometres travelled. Claims must be received **no later than 2 weeks after Seminar attendance**.

<i>Seminar</i>	<i>Due Date</i>
Melbourne	Tuesday 10 th August
Hobart	Friday 13 th August
Brisbane	Monday 16 th August
Gold Coast	Tuesday 17 th August
Sydney	Thursday 19 th August
Canberra	Friday 20 th August
Adelaide	Tuesday 24 th August
Perth	Wednesday 25 th August

An EFT transfer will be made to your institution or organisation. No cheques or personal transfers can be made. You will need to follow up with your employer in order to claim your travel expenses back. Hobsons will notify you when the payment has been made and supply remittance advice in order for you to do this.

The following details will be required from your institution/organisation.

- **Bank Name**
- **Account Name**
- **BSB Number**
- **Account Number**
- **Email address**

*A maximum of 2 travel claims per institution/organisation are allowed.

Please note this is a document outline of the travel reimbursement procedures and is not a claim form.

Should any queries arise, please **FRECALL 1800 682 133** or email Carlie, acs@hobsons.com.au