

**MAREEBA STATE HIGH SCHOOL  
P&C ASSOCIATION**

# APPLICATION FOR TRAVEL SUBSIDY

This form is for **REIMBURSEMENT** of **TRAVEL COSTS ONLY**

Date: \_\_\_/\_\_\_/\_\_\_\_\_

**The following criteria must be addressed:**

- Travel subsidy is provided to students representing Mareeba State High School who travel away for either SPORTING, ACADEMIC or CULTURAL activities (this includes students qualifying and partaking in Regional or State representation).
- Travel expenses incurred by a student for sporting, academic or cultural events that are supported by the school may be subsidised by the P&C (maximum of **\$200 per student per year**).
- A travel subsidy application (this form) is to be submitted post event with supporting documentation for travel-related expenses (e.g. copies of relevant receipts). This ensures that the event has been attended before the travel subsidy can be granted.
- Accommodation or other incidental expenses related to the nominated representative activity are not able to be subsidised.
- Travel expenses incurred through Club based activities (e.g. sporting clubs) that are not supported by the school **DO NOT** qualify for a travel subsidy.
- A travel subsidy application **MUST** be endorsed (signed) by the relevant teaching staff member who has co-ordinated the respective sporting, academic or cultural activity.

**Additional information:**

- In cases of financial hardship, the P&C Association may consider an application for payment of the subsidy prior to travel costs being incurred by a student. In such cases, a written request, accompanied by relevant documentation (e.g. copies of airfare; bus fare etc.) is to be submitted to the P&C Association by a parent (or guardian) of the respective student.
- In the case of a representative activity that involves team participation, and in the event that multiple travel subsidy applications are to be received for the same activity, the P&C Association may, at its absolute discretion, decide to contribute an amount less than the maximum allotted for each student.
- In special circumstances associated with outstanding representative achievements demonstrated by a student in either sporting, academic or cultural pursuits, the P&C Association may, at its absolute discretion, choose to grant a one-off travel subsidy to the nominated applicant.

<b>Student name:</b>	
<b>Representative activity / event name:</b>	<b>Event venue:</b>
<b>Event date:</b>	<b>Total TRAVEL cost for student:</b>
<b>Account Name:</b>	
<b>BSB:</b>	<b>Account Number:</b>
<b>Name of Claimant: (Parent or Guardian)</b>	<b>Signature of Claimant: (Parent or Guardian)</b>
<b>Name of Co-ordinating Teaching Staff Member:</b>	<b>Signature of Co-ordinating Teaching Staff Member:</b>

PLEASE ENSURE THAT ALL RELEVANT SUPPORTING DOCUMENTATION AND SIGNATURES ARE PROVIDED TO PREVENT DELAYS IN CONSIDERATION OF THIS APPLICATION.

**About the P&C Association**

The Mareeba State High School P&C Association meets on the second Tuesday of each month at 5:30 pm in the Common Room at the school. The P&C works hard at the interface between parents and school community to foster close cooperation and inclusive participation in school activities. We raise critical funds to leverage and complement school based initiatives for the betterment of students and the school community.

<b>P&amp;C OFFICE USE ONLY</b>	<b>Date received:</b>	<b>Endorsed:</b> <input type="checkbox"/>
	<b>P&amp;C Signature:</b>	<b>Not endorsed:</b> <input type="checkbox"/>
	<b>Comments:</b>	