



FairGround Conference 2025

Regional Travel and Accommodation Policy

Application process

1. Apply via the website - <https://www.yacwa.org.au/fairground-2025/>
2. Applications open on 28 February 2025, and close on 28 March 2025
3. All applicants will be advised of the outcomes no later than 4pm Wednesday 2 April 2025

1. TRAVEL REIMBURSEMENT

YACWA is opening regional subsidy applications for attendees **living more than 100km** from the Esplanade Hotel Fremantle, to facilitate their attendance at FairGround 2025.

The subsidy is intended to **assist** with the costs of travel and accommodation; it **does not cover all expenses** associated with the conference. A contribution towards accommodation and travel may also be required by the attendee or their organisation.

Application for a travel subsidy is **not a guarantee**. Decisions will be made at the discretion of YACWA. Retrospective receipts (booked prior to outcomes being advised) will not be reimbursed.

All successful regional subsidy applicants will receive a **complimentary two-day ticket to FairGround including the Regional Breakfast**. This ticket will not include add-ons such as the YEP Breakfast or additional networking events.

2. REGIONAL BREAKFAST

All regional subsidy recipients must attend YACWA's regional breakfast on **Thursday 12 June, from 7:30am**. Please factor this into the number of nights of accommodation that you require.

3. BOOKING

Successful applicants book their own travel and accommodation and file a reimbursement claim with YACWA after attending the FairGround conference to support their attendance.

4. ACCOMMODATION



Discounted accommodation is available at the Esplanade Fremantle by Rydges where the event will be held, with a discount of 15% per night.

Successful applicants can receive **up to three (3) nights** at the Esplanade Fremantle or **\$720 (incl. GST)** of accommodation to facilitate attendance at the conference and for the Regional Breakfast Forum. No reimbursements or subsidies are provided for additional nights of accommodation, upgrades, or accommodation for guests of the successful applicant.

5. TRAVEL

Costs for travel will be assessed on a case-by-case basis. A maximum of \$850.00 per person will be approved. All requests must include a quote, or details of distances driven. Within the approvals process, a margin of 10% is permitted. Any additional costs (above the 10% margin) are to be approved in writing by a YACWA representative prior to any additional money being spent.

Examples:

DRIVING

An applicant travelling from Northam to Perth would include a screenshot of a map, showing the distance to drive. This will form the basis of the allocated funds. 0.88 cents per litre (as articulated by the [ATO](#)) will be reimbursed for those driving.

FLYING

An applicant travelling from Broome to Perth would include a screenshot of the flight booking page, to demonstrate the cost. This will form the basis of the allocated funds.

If there are changes to flight costs at the time of booking (in addition to the 10% margin), they must be approved by YACWA in writing prior to booking.

6. EXCEPTIONS

Exceptions to this policy –the provision of additional conference tickets or reimbursements exceeding the per-person limit, or additional accommodation. If you are requesting additional support beyond what is stipulated, please contact Adelaide Williams adelaide@yacwa.org.au.

7. REIMBURSEMENTS

All claims must be made within three (3) weeks of the FairGround Conference – by Friday 4 July 2025.

Successful travel subsidy recipients will be reimbursed as per the above following the provision of a receipt and statement by supplier form. Requests for reimbursement



must be made via claim forms which must include Claimant name and reimbursement name must match and claim form must be signed. All receipts must be attached with claim forms.

8. LOCAL TRANSPORT

Once in Perth, Conference attendees are responsible for booking their own local travel, including airport transfers.

9. QUERIES

Please contact Digital Communications and Events Officer, Adelaide Williams for questions - adelaide@[yacwa.org.au](mailto:adelaide@yacwa.org.au)

YACWA Office: (08) 9227 5440.