

Rural Palliative Care Project Forum
Melbourne Airport Holiday Inn
3-4 December 2009



Travel rules

(For delegates being funded by AGPN to attend the RPC Project Forum)

AGPN will fund the attendance of the nominated project officer for all RPC Project participating network member organisations.

AGPN funding includes:

1. All meals during the conference including the conference dinner and breakfast on both Thursday and Friday.
2. Only one night's accommodation per participant unless the participant requires additional nights due to distance or availability of travel. A maximum of two nights accommodation (Wednesday 2nd December and Thursday 3rd December)
3. If flights permit, participants will be expected to travel to the workshop on the morning of day one (Thursday December 3) and home in the afternoon of day two (Friday December 4).
4. Flights will be booked in accordance with cheapest fare of the day on the cheapest airline (non refundable; non transferable; non changeable on the day of travel; changes permitted up until 24 hours prior to travel for a fee & fare difference).
5. All flights are to be booked direct with **FCM Travel Solutions** Canberra – attention Patrea Johnston, 02 6257 6230 or patrea.johnston@fcmtravel.com.au with travel requirements including:
 - name as per photo ID (very important)
 - Qantas/Virgin frequent flyer numbers
 - contact details: Division name, mobile phone number, email address etc
6. The FCM booking code is 1714.
7. Deadline for flight bookings is **Friday 28th August 2009**.
8. Return public or private transport costs for those participants within Victoria. Network members from within Victoria will be reimbursed by AGPN for travel costs following the Forum upon receipt of an invoice which sufficiently details the incurred expenses. Please direct all invoices to attention Emma Ryan, Events Support Officer, eryan@agpn.com.au or fax 02 6228 0899 by no later than 18 December 2009.

AGPN will not be covering the costs of:

1. Airport transfers
2. Meals not detailed above and / or in the registration form
3. Fees associated with alterations to airline bookings. Any fees associated with changes must be paid by the individual by credit card.
4. Any costs not identified in the registration form.

Additional participants, non-contracted RPC Project member organisations and interested stakeholders will be charged a nominal attendance fee and be required to fund their own attendance.

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