

# NIPPA Airfare Subsidy



## APPLICATION FORM: 2011 NIPPA Members Airfare Subsidy

### To be eligible for the NIPPA Members Airfare Subsidy please read carefully:

- There is only one (1) airfare subsidy per organisation.
- The individual member applying for the subsidy must be up to date with membership subscription fees.
- The individual member applying for the subsidy must have financial membership on or before 31/03/2011
- The individual member applying for the subsidy must have paid their conference fee in full by 31/08/2011.
- Where the application is being made by other than the In-house print unit manager, it must be countersigned by the in-house print manager.
- Any application must be made on the "Application for NIPPA 2011 airfare subsidy".
- The subsidy applies to Economy classed tickets only.

### STEP 1. MEMBERSHIP APPLICATION

Applicant .....

of .....

Postal Address .....

Telephone/Fax ..... Email Address .....

### STEP 2. MANAGER'S APPROVAL

#### PLEASE NOTE:

Organisations that have held membership prior to 31/12/2010 are eligible to nominate only one (1) member for the subsidy. Any application for the subsidy must be authorised by the In-house print unit manager.

..... Authorising Manager ..... Manager's Signature ..... Date



### STEP 3. CoM APPROVAL

Approval for Reimbursement ..... Financial Co-ordinator - Signature ..... Date

### BOOK FLIGHTS

(Airline ..... Flight No. .... Cost (Incl taxes) \$AUS \$NZ .....

### STEP 4. REQUEST REIMBURSEMENT

Please send completed forms and receipts to:  
The Financial Co-ordinator  
Network of In-house Print Professionals Australasia Inc  
P.O. Box 189 Yarrambat, VIC 3190, Australia  
www.nippa.com.au