



Charles Darwin University

Away from Base (AFB) Guidelines

First Nations Leadership

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Introduction

The Away from Base (AFB) program enables eligible First Nations¹ students to participate in the necessary academic components of an approved mixed mode/online course that requires students to travel away from their permanent home or study location for a short period. This document outlines procedures for the administration of AFB at Charles Darwin University, as information for staff. CDU currently employs 2 staff full-time on the AFB administration and the Manager, First Nations Student Programs who oversees both AFB and the Tutorial Support Program. These programs, specifically for First Nations students, fall under accountability of the Deputy Vice-Chancellor First Nations Leadership & Engagement.

Overview

Australian First Nations students continue to experience a range of barriers to accessing tertiary education, particularly students from regional, remote, and very remote locations and communities. The Commonwealth Government provides supplementary funding through the National Indigenous Australians Agency (NIAA) to assist in addressing some of these barriers. The AFB program supplements the reasonable costs of travel, meals and accommodation for eligible First Nations TAFE and HE students who are enrolled in Abstudy approved 'mixed mode/external' courses.

AFB funding may also be used for travel costs for CDU lecturers providing reverse-block training delivery in regional and remote communities.

AFB assistance for Charles Darwin University (CDU) students can only be accessed through the CDU AFB Team, and **not** the Services Australia / Centrelink.

1. AFB ELIGIBILITY

The AFB program enables eligible students to participate in the necessary academic components of an approved mixed mode/online course that require students to either travel away from their permanent home or study location for a short period of time, or for reverse block deliveries.

Reverse-block is a form of 'mixed-mode' AFB where a provider (CDU) pays the travel costs for a teaching representative (i.e. a lecturer) to deliver course content in a student's home community or another location which is not on campus. Reverse-block course delivery must be equivalent to a normal residential block except delivery occurs at the student/s' location rather than at the institution. AFB funding must only cover relevant fares, meals, and accommodation costs of teaching representatives, not course delivery costs.

Approval to undertake reverse-block training is considered on a case-by-case basis in consultation with the NIAA AFB Team. A combination of reverse-block lecturer and student travel can be considered where the number of trips complies with the nominal hours and the provider (CDU) can demonstrate that a reverse-block release is a more cost-effective option than requiring the student/s to travel to the institution.

¹ In this document the terms 'First Nations', 'Indigenous' and 'Aboriginal or Torres Strait Islander' are used interchangeably.

AFB eligibility is comprised of two parts - *course* eligibility and *student* eligibility.

1.1 CDU Course Eligibility

An AFB-eligible course must:

- Be accredited 'mixed-mode'/online;
- Consist of a minimum 50% distance education;
- Consist of a maximum 50% face-to-face delivery;
- Be approved as a mixed-mode course under the ABSTUDY Scheme; and
- Be at least 100 nominal hours in total.

Lecturers are required to contact the CDU AFB team to discuss training plans to ensure that courses meet the eligibility requirements.

1.2 Student Eligibility

1.2.1 Student Eligibility - Aboriginality or Torres Strait Islander Students

AFB funding is for students who must be an Australian Aboriginal or Torres Strait Islander person.

CDU's AFB program operates in accordance with and adheres to the definitions outlined in Chapter 10 of the [ABSTUDY Policy Manual](#) - Aboriginality or Torres Strait Islander Status. The definition of Aboriginality or Torres Strait Islander status for ABSTUDY purposes, is one who:

- is of Aboriginal or Torres Strait Islander descent; and
- identifies as an Australian Aboriginal or Torres Strait Islander person; and
- is accepted as such by the community in which they live or have lived.

Services Australia / Centrelink will normally accept a student's declaration during the ABSTUDY claiming process as sufficient evidence of their Aboriginality or Torres Strait Islander status, with the onus on the student to establish Aboriginality or Torres Strait Islander status (if/when requested by the Commonwealth Government ABSTUDY office).

1.2.2 Student Eligibility – Other Requirements

To be eligible for AFB, the student must:

- Be an Australian Aboriginal or Torres Strait Islander person;
- Be enrolled in and studying an approved mixed-mode course; and
- Be approved for one or more ABSTUDY benefits (i.e. ABSTUDY Incidentals and/or Study Allowance) during the funding year in which study is being undertaken.

Students who work full-time or part-time are eligible for the ABSTUDY Incidentals payment which is a one-off payment that does not affect their taxable yearly income.

Full-Time Students are entitled to either/or ABSTUDY Living Allowance and ABSTUDY Incidentals Allowance.

Part-Time Students are entitled to the ABSTUDY Incidentals Allowance.

Apprentices and Trainees are eligible if they are employed through an Aboriginal Corporation.

1.3 Students Ineligible for AFB

Students ineligible for the AFB Program include:

- Non-Indigenous students.
- Students enrolled in internal studies (i.e. studies where there are no distance education requirements and it is not delivered as a 'mixed-mode'/online course).
- Indigenous students who are not approved to receive ABSTUDY;
- Indigenous students participating in pre-existing scholarships, traineeships including VET in Schools (VETiS) where they already receive incidental allowances and meals/travel/accommodation assistance.
- Indigenous students who participated in an AFB course and received an ABSTUDY allowance, withdrew, to later re-enroll in the same course in the same year. AFB online database has a screening tool in place identifying students re-enrolling in the same course/unit in the same calendar year.

The AFB Team review student eligibility by using historical data from the Remote Training Advice screen for student re-enrolment in the same course/unit (which is not eligible for the ABSTUDY Incidentals Allowance).

1.4 Communications with Services Australia

The First Nations Leadership AFB team are responsible for the communications and maintenance of relationship with Services Australia. The AFB team are the conduits for raising and escalating issues to Services Australia and providing feedback to improve the access and reporting capabilities necessary

1.5 Communications with Remote Community Organisations

CDU's Associate Vice-Chancellors and TAFE Lecturers are responsible for the communications and maintenance of relationships with Northern Territory Remote Community Organisations and Councils, with the objectives to continue to improve awareness of AFB courses on offer, boost student enrolments and encourage participation.

The AFB online system identifies and documents key stakeholders, names and contact details via the Remote Training request page, in order to create a Remote Community Organisations register.

2. AFB EXPENDITURE

The AFB program covers student travel costs to attend the (teaching) activity and the reasonable costs of accommodation and meals whilst away from their normal place of residence.

The AFB program can also cover a lecturer (or approved support person such as a Language, Literacy and Numeracy lecturer) for reasonable costs of travel, meals, and accommodation.

AFB funding can **ONLY** be used for the student and/or lecturer for:

- **Travel:** Flights, Bus services, Charter, Private Hire car, CDU Fleet Car, Taxi Reimbursement, Fuel Reimbursement for Private Vehicle use (students only)
- **Meals:** and/or Monetary Meals Allowance, Catering and/or Travel Allowance for TAFE lecturers
- **Accommodation:** IHD Accommodation, Motel/Hotel, Camping allowance.

AFB funding CANNOT be used for:

- course delivery costs (e.g. venue/room/facility hire);
- course fees, assets, materials or freight;
- First Aid Certificate courses, unless they are an integral part of a broader course of study in which the student is enrolled (such as Nursing);
- items for personal use (not related to the approved course and activity);
- fees (e.g. entry, registration or exhibition fees);
- the partners or children of participating students;
- costs of persons other than the students/training professionals;
- travel outside of Australia;
- car hire for personal use;
- childcare costs;
- income support;
- students undertaking post-graduate studies other than by coursework;
- costs beyond the end of an approved activity; and
- compassionate travel or travel solely for the purpose of graduation, testing or assessment.

CDU's AFB Team must be consulted in advance in relation to any expenditure that staff are uncertain of, or where there are any existing allowances or restrictions.

3. AFB FUNDING FORMULA

Education providers (CDU) will receive per capita funding for eligible students who are enrolled in studying AFB approved courses. The per capita funding amount is called the Education Provider Unit Cost (EPUC).

The EPUC is non-negotiable. The EPUC for new courses is indexed annually.

AFB annual funding entitlement is determined by the following formula

$$\text{Annual Funding Entitlement} = \text{'IS'} \times \text{EPUC}$$

Where 'IS' is the fulltime equivalent (FTE) number of eligible Indigenous students enrolled and participating in an approved 'mixed-mode' AFB course at an eligible institution (CDU).

Category of Students

To be eligible for 'mixed-mode' AFB, students may undertake study on a full or part-time basis. Where students are enrolled in and undertaking part-time or part-year study, CDU will receive funding on a pro-rata basis.

For the purposes of reporting estimated and actual student enrolments to the NIAA, CDU needs to indicate which category each eligible student falls within:

For TAFE Students:

- **Part time/ Part year** – those students who are studying an approved 'mixed-mode' TAFE course for less than 8 months (or 32 weeks) in any funding year consisting of less than 540 nominal hours:
 - Course nominal hours $220 \text{ hrs} \div 540 \text{ hrs} = 40\% \text{ EPUC}$
- **Part time/ Full year** – those students who are studying an approved 'mixed-mode' TAFE course for more than 8 months (or 32 weeks) in any funding year consisting of less than 540 nominal hours:
 - If studying part-time over three TAFE terms = Full EPUC
- **Full time/ Part year** – those students who are studying an approved 'mixed-mode' TAFE course for less than 8 months (or 32 weeks) in any funding year consisting of 540 nominal hours or more:
 - 50% EPUC
- **Full time/ Full year** - those students who are studying an approved 'mixed-mode' TAFE course for more than 8 months (or 32 weeks) in any funding year and consisting of 540 nominal hours or more:
 - Full EPUC

For Higher Education students:

- **Higher Education/Full Year** – those students who are studying an approved 'mixed-mode' higher education course in both semesters of any funding year = Full EPUC
- **Higher Education/Part Year** – those students who are studying an approved 'mixed-mode' higher education course in only one semester of any funding year = 50% EPUC

Where a student undertakes study for less than half of a calendar year (i.e., they withdraw) and have completed at least one approved AFB activity, funding will be calculated on a pro-rata basis according to the number of hours completed.

There is a maximum of one EPUC per student per annum, regardless of the number of units undertaken.

4. AFB ASSESSMENT AND FEASIBILITY

To apply for Remote Training funding, TAFE Teams must lodge a Remote Training Request (RTR) through AFB Online. **Lodgement of a RTR should be done 4-6 weeks prior to the planned training start date.**

The Remote Training Request form includes several questions in relation to the desired delivery and the projected costs associated with the delivery. The application is designed to help the AFB Team assess the feasibility of the training and determine viability.

Feasibility is assessed on Training Delivery Costs VS Program Funding per student capita.

All teams across CDU are encouraged to contact the CDU AFB Team for discussions in making their course delivery AFB eligible.

To make the delivery viable, lecturers should aim to have 12 students with a minimum of 8 students. It is not generally feasible to travel remotely for one to two students. Delivery once a Lecturer is remote can be to all students, however the majority of the student cohort need to be First Nations, as only First Nation AFB Approved Students will be counted in the delivery.

4.1 Special Consideration & Exemptions

If a query falls outside the standard eligibility criteria, there may be scope for special consideration through coordinated approvals involving the Deputy Vice-Chancellor First Nations Leadership and Engagement and the National Indigenous Australians Agency (NIAA)

5. AFB ONLINE (AFBO)

TAFE teams can lodge a Remote Training Request (RTR) through the AFBO on CDU's staff Portal. Lodgment of a RTR should be done 4-6 weeks prior to the training start date.

New AFB Online Users will need to register for access to AFB Online, including identification of your role and acceptance of the AFB Online Privacy Acknowledgement. To register please reach out to the AFB team on afb@cdu.edu.au for assistance. Alternatively, please refer to Appendix A – AFB Online User Guide.

Once approval to access AFBO is provided, your account username and password is the same as your CDU account login details.



In the first instance use the below link here to access AFB Online, but for easier access please request via the AFB team to have the AFB tile added to your CDU Portal. [AFB ONLINE](#)

6. SUBMITTING AN AFB REMOTE TRAINING REQUEST (RTR)


Once your login details have been confirmed, the standard remote training request page will open, like below:

The screenshot shows the 'Remote Training Request' form. At the top, there is a navigation bar with links: Home, Remote Training Request, Participation Advice, Student Participation, Performance, Reports, Documents, Student, Team, Admin, and Security. Below this is a search bar for 'Search Remote Training Requests'. The main form area is divided into several sections. On the left, there is a table with columns: Status, Lecturer, AFB Ref, Course, Location, Students, and Submitted. The table shows one approved request by Paul Hoxley for course AFB2201. The main form area has fields for: Course Code / Title, Nominal Hours, Sector, Year, AFB Ref, Has this course been rescoped in the past 18 months?, Team, Location, Lecturer 1, Lecturer 2, Team Leader, No of Students, Course Delivery Location, Return Road Trip, Return Air Trip, Teaching Period (Start/End), Full Course Nominal Hours, and Delivery Detail (Available Face2Face Hours per Course).

In the RT Request screen, click the 'NEW' button – your screen will refresh, and a blank Remote Training Advice (RTA) Request will be ready for your input.

Where available, clicking on the  will clear the field and clicking on the  will allow you to search automated fields within AFBO i.e., course codes/titles; lecturer's; and course delivery locations.

Core information required to successfully submit a Participation Advice (PA) Request includes:

- *Course Code/Title and Year* - Clicking on the  at the end of the field will allow you to search AFB approved TAFE/HE courses and titles. If your course code/title is not listed you will need to contact the AFB Team afb@cdu.edu.au
- *Lecturer/s* - As the initiating officer, your name and details should automatically be listed as the Lecturer.
- If applicable, please add the name/details of the second Lecturer responsible for delivering the course; as well as the name of the Team Leader and the Customer Service Officer.
- *Students* - Provide a realistic estimate of the number of eligible Indigenous students expected to enrol in the course.
- *Course Delivery Location* – Identify the location of where the course will be delivered. If the discrete location is not listed, you will need to contact the AFB Team to have the location added. Entities/regions cannot be used as the course delivery location.
- *Teaching Period* - Indicate the teaching periods (start and end) the course is expected to occur within, i.e., TAFE – T1/T2/T3/T4, or HE – S1/S2/SS.
- *Trip Information* – Number of trips, Planned timeframes, Student/ Lecturer travel costs
- *Key Stakeholder details*
- *Commentary boxes (Optional)* – to add more detailed travel information

Once all fields are completed, click the 'Submit RT Request' button. The AFB Team is alerted to a newly submitted RT Request and the final stage of the RT Request approval process is initiated.

An AFB team member will contact you as soon as possible to finalise the Lecturer and Student travel data. Once approved, an email confirming the approved RT Request and an AFB number (e.g., AFB123) will be sent to the nominated Lecturer, CSO and Team Leader.

You can review the status of your RT Request at any time by logging into AFBO and perusing 'Your Team Remote Training Request' on the left-hand side of the PA Request screen. Click 'Hide List' or 'Show List' at any time by clicking the button in your PA screen.

7. AFB REMOTE TRAINING ADVICE (RTA)

All AFB deliveries are registered in the AFBO with an AFB Remote Training Request (RTR).

Once a RTR is submitted, a follow-up call (within 3 business days) is undertaken by the AFB Team to confirm all necessary details, including the proposed student and lecturer trip data.

Once all course eligibility requirements have been met, an approved AFB number is assigned (e.g., AFB123) along with an email confirming the Remote Training approval and Remote Training Advice details. This number is unique to each delivery, for example training undertaken in three different communities will require a unique AFB number for each community.

TAFE Lecturers and Faculty administration staff are responsible for organising and booking staff and student travel for each of their unique deliveries. All travel requests should be booked through CDU's Corporate Travel Management system (CTM). Faculty administration are responsible for raising a Journal Transfer journal to be sent to Finance to review and AFB Manager to assess expenses and approve reimbursement.

Charles Darwin University travel management company is CTM, please see link to [CTM Travel Policy](#)

8. AFB STUDENT PARTICIPATION

Once the Remote Training Request is approved an AFB number is issued via email, addressed to the requesting CDU lecturer, attached to the email is the pre-filled ABSTUDY Incidentals Claim Form (students must fill) and the Remote Training Advice details.

8.1 Student Participation

Based on the student estimates, the Lecturer/CSO/AFB Team will print the required number of ABSTUDY Incidental Claim Forms for completion at first point of contact with the enrolled First Nations students.

The AFB Team are available to assist in completing the ABSTUDY Claim Forms, particularly in cases of large student intakes (typically 15 or more students in a single course).

Please note, student details MUST be consistent with any existing Centrelink activity, benefits or entitlements including the student:

- Name;
- Centrelink Reference Number (CRN);
- Residential Address;
- Date of Birth;
- Bank Account Details;
- Tax File Number; (only If student has never received a Centrelink benefit before)
- Employment status

The amount of Incidentals payment the student receives is determined by the number of weeks and duration of study. Once complete, the ABSTUDY forms must be returned to the AFB Team no more than 14 days from the activity start date or as soon as possible for processing and submission to Services Australia. This must be either/or prior to the student finishing their currently enrolled units, or if further unit enrolments occur in the same course, ABSTUDY forms must be returned 4 weeks prior to the ending of the course.

8.2 AFB Checklist

The AFB checklist is as follows:

- ✓ Completed ABSTUDY Form
 - Centrelink Reference Number;
 - Tax File Number (If never received a Centrelink benefit before);
 - Identify if they are working and if the course is compulsory; and
 - Student Signed ABSTUDY form.
- ✓ Enrolment and Fees Advice Invoice (AFB Team will print)
- ✓ Class list of First Nations student cohort

9. LECTURER REMOTE TRAINING REPORTING

Lecturers will be required to provide bi-annual reporting on courses delivered under AFB. The reporting will include the training time delivered to date, update on student numbers and overall information either/ or on the success of the delivery or how the delivery is progressing.

The AFB online reporting tool for lecturers is under development and expected to go live 2025.

Currently AFB's manual workaround for remote training reporting is through TAFE's monthly journal transfers to the AFB manager. The monthly transfers provide AFB - indicators that the deliveries are underway and prompt the AFB team to follow up any outstanding ABSTUDY documentation from the lecturers.

10. ADMINISTRATION OF APPROVED AFB EXPENDITURE

All AFB travel, meals, and accommodation for approved Higher Education students must be facilitated in direct consultation with CDU's AFB Team.

The following advice relates specifically to the preferred handling and administration of TAFE related expenditure on AFB approved Remote Training Advices and Students. All TAFE AFB

travel expenses are to be processed and paid from each TAFE team budget, followed by a Journal transfer raised by each TAFE team to AFB for reimbursement.

AFB related expenses associated with an approved AFB Remote Training **MUST** reference the following items in the Line Description:

- approved AFB number e.g. AFB123;
- course code/title; and
- expense type e.g., student or lecturer travel, meals and/or accommodation.

Consistent with CDU's Procurement advice and procedures, original invoices and receipts should be attached to the movement request/relevant activity to enable your Management Accountant / Admin Officers to clearly identify any AFB related expenditure requiring reimbursement.

The following external account codes **MUST** be used for all approved AFB related student/lecturer expenditure preceded by your respective teams area and activity codes, for example:

- **Student related:**
 - AFB Accommodation – Activity Code/ Area Code/35310
 - AFB Travel - Activity Code/ Area Code/35210
 - AFB Meals – Activity Code/ Area Code/35410
- **Staff related:**
 - AFB Accommodation – Activity Code/ Area Code/35309
 - AFB Travel – Activity Code/ Area Code/35209
 - AFB Meals – Activity Code/ Area Code/35409
 - (includes TA, if identified on line description in Pro Master as 'TA Paid for AFB Meals').
 - AFB Ground Transport - Activity Code/ Area Code/35415
 - AFB lease vehicles - Activity Code/ Area Code/36007
- **Other:**
 - AFB MV Expenses (External Charges)- Activity Code/ Area Code/35705
 - AFB Minor Equipment - Activity Code/ Area Code/35753
 - AFB Student Internal Charges (IHD and Vehicle) - Activity Code/ Area Code/39911
 - AFB Staff Internal Charges (IHD and Vehicle) - Activity Code/ Area Code/39912

Each TAFE Team will raise a collective Journal Transfer across their respective teams. Send the Journal Transfer to the AFB Manager to approve expenses. The AFB Manager will send the Journal Transfer with approvals back to the respective team. The Journal Transfer will need to be entered into *OneEducation* for final AFB Manager approval. The Journal Transfer will also need to be sent directly to the Accounting Services team for approval and process.

Accounting services will send out monthly reminders to TAFE teams to raise and submit their AFB Journal Transfers.

Failure to comply with the necessary procedures may significantly delay approval of any AFB related expenditure and on occasion may result in the expenditure being rejected/refused.

All expenditure must be done so in accordance with CDU's Procurement Policy and Procedures.

Please refer to Appendix B: AFB Expenditure Reimbursement Process (Step-by-Step instructions).

11. AFB KEY CONTACTS

For any assistance, please contact the AFB Team as below:

Website: <https://www.cdu.edu.au/first-nations-leadership/away-base-afb-program>

Email: afb@cdu.edu.au

Location: Casuarina Campus, Blue 2.1.21 (Gurinbey Centre)

AFB Program Coordinator – Marie Khan

T. 08 8946 7429 | E: marie.khan@cdu.edu.au

First Nations Student Programs Manager – Yasmin Crawshaw

T. 08 8946 6844 | E: yasmin.crawshaw@cdu.edu.au

APPENDICES LIST

- Appendix A: AFB Online User Guide (Step by Step Instructions)
- Appendix B: AFB Expenditure Reimbursement Process (Step by Step Instructions)
- Appendix C: AFB Process Flowchart

Appendix A: AFB ONLINE USER GUIDE

AFB Online User Guide (Step by Step Instructions)

Introduction

The Away from Base Program (AFB) is a Commonwealth funded program that assists approved students and lecturers with the reasonable costs of meals, travel and accommodation whilst attending an Away from Base Activity (Activity). An Activity is a necessary academic component of a student's course and can include reverse block delivery (Lecturer travel), workshops, placements, clinical training, and field trips.

CDU's AFB Team (located within the First Nations Leadership portfolio) have refreshed our AFB Online system (AFBO) to allow TAFE teams and lecturers to go online and apply for a Remote Training Funding Request. This process will replace Remote Training requests via email.

The Remote Training Request (RTR) application has a set of questions that will help the AFB Manager assess the feasibility and viability of the planned course delivery.

Log in

New AFB Online Users will need to register for access to AFB Online, including identification of your role and acceptance of the AFB Online Privacy Acknowledgement. To register please reach out to the AFB team on afb@cdu.edu.au for assistance.

Once approval to access AFBO is provided, your account username (not full email) and password is the same as your CDU account login details.

In the first instance please use the below link to access AFB Online, but for easier access please request via the AFB team to have the AFB tile added to your CDU Portal.

[AFB ONLINE](#)

SUBMITTING AN AFB REMOTE TRAINING REQUEST (RTR)

Lodgment of a RTR should be done 4-6 weeks prior to the training start date.

In the RT Request screen, click the 'NEW' button – your screen will refresh, and a blank Remote Training Advice (RTA) Request will be ready for your input.

Where available, clicking on the will clear the field and clicking on the will allow you to search automated fields within AFBO i.e., course codes/titles; lecturer's; and course delivery locations.

Core information required to successfully submit a Remote Training Request (RTR) includes:

- *Course Code/Title and Year* - Clicking on the at the end of the field will allow you to search AFB approved VET/HE courses and titles. If your course code/title is not listed you will need to contact the AFB Team afb@cdu.edu.au
- *Lecturer/s* - As the initiating officer, your name and details should automatically be listed as the Lecturer.
- If applicable, please add the name/details of the second Lecturer responsible for delivering the course; as well as the name of the team, the Team Leader and the Customer Service Officer.
- *Students* - Provide a realistic estimate of the number of eligible Indigenous students expected to enrol in the course.
- *Course Delivery Location* – Identify the location of where the course will be delivered. If the discrete location is not listed, you will need to contact the AFB Team to have the location added. Entities/regions cannot be used as the course delivery location.
- *Teaching Period* - Indicate the teaching periods (start and end) the course is expected to occur within, i.e., VET – T1/T2/T3/T4, or HE – S1/S2/SS.
- *Trip Information* – Number of trips, Planned timeframes, Student/ Lecturer travel costs
- *Key Stakeholder details*
- *Commentary boxes (Optional)* – to add more detailed travel information

Once all fields are completed, click the 'Submit RT Request' button. The AFB Team is alerted to a newly submitted RT Request and the final stage of the RT Request approval process is initiated.

An AFB team member will contact you as soon as possible to finalise the Lecturer and Student travel data. Once approved, an email confirming the approved RT Request and an AFB number (e.g., AFB123) will be sent to the nominated Lecturer, CSO and Team Leader.

You can review the status of your RT Request at any time by logging into AFBO and perusing 'Your Team Remote Training Request' on the left-hand side of the RT Request screen. Click 'Hide List' or 'Show List' at any time by clicking the button in your PA screen.

AFB REMOTE TRAINING ADVICE (RTA)

All AFB deliveries are registered in the AFBO with an AFB Remote Training Advice (RTA).

Once the RTR is submitted, a follow-up call (within 3 business days) is undertaken by the AFB Team to confirm all necessary details, including the proposed student and lecturer trip data.

Once all course eligibility requirements have been met, an approved AFB number is assigned (e.g. AFB123) along with an email confirming the Remote Training approval and Remote Training Advice details. This number is unique to each delivery, for example training undertaken in three different communities will require a unique AFB number for each community.

AFB CONTACTS

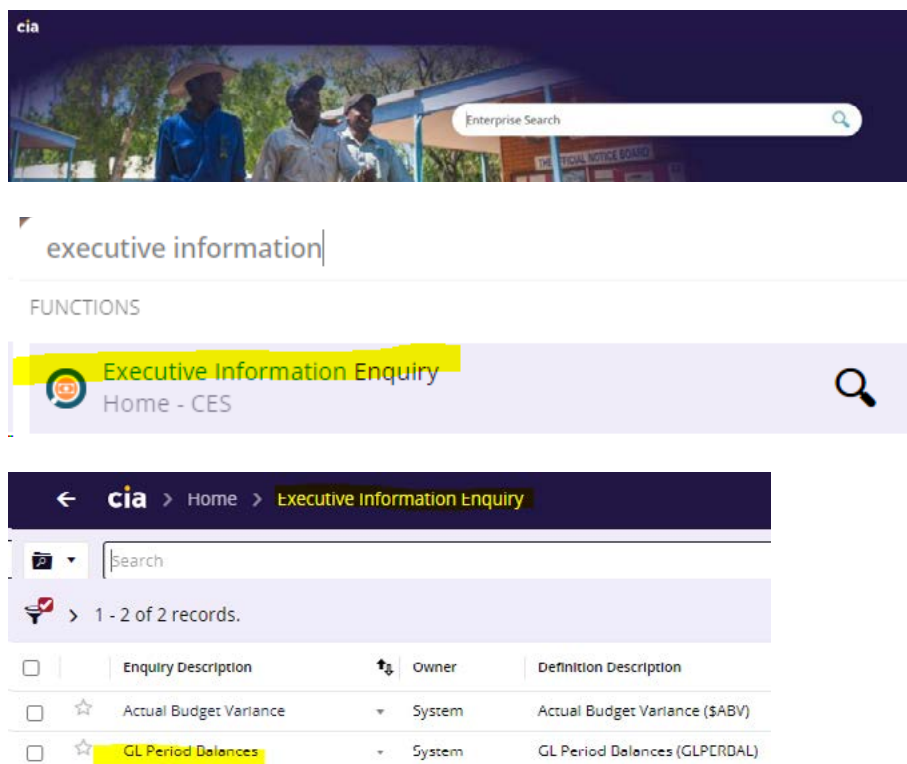
Please refer all AFB communications through to our shared email afb@cdu.edu.au rather than to individual staff.

Alternatively if you would like to discuss further, please call the First Nations Student Programs Manager - Yasmin Crawshaw on 8946 6844.

Appendix B: AFB EXPENDITURE REIMBURSEMENT PROCESS

How to Raise an AFB Journal Transfer (Step by Step Instructions)

1. Download the travel transactions from OneEducation via “Executive Information Enquiry”
 - a. From the search bar, type, “executive information” and select Executive Information Enquiry (EIE). Then select GL period Balances.



The screenshot shows the CIA system interface. At the top, there is a banner with the CIA logo and a search bar labeled 'Enterprise Search'. Below the banner, the text 'executive information' is entered into the search bar. Under the search bar, the word 'FUNCTIONS' is displayed. Below 'FUNCTIONS', there is a list of functions. The first function is 'Executive Information Enquiry' with a magnifying glass icon. Below this, the text 'Home - CES' is displayed. Below the search bar, there is a breadcrumb trail: '← cia > Home > Executive Information Enquiry'. Below the breadcrumb trail, there is a search bar with the text 'Search'. Below the search bar, there is a message: '1 - 2 of 2 records.' Below the message, there is a table with the following columns: 'Enquiry Description', 'Owner', and 'Definition Description'. The table contains two rows: 'Actual Budget Variance' with owner 'System' and definition 'Actual Budget Variance (\$ABV)', and 'GL Period Balances' with owner 'System' and definition 'GL Period Balances (GLPERDAL)'. The 'GL Period Balances' row is highlighted in yellow.

Enquiry Description	Owner	Definition Description
Actual Budget Variance	System	Actual Budget Variance (\$ABV)
GL Period Balances	System	GL Period Balances (GLPERDAL)

- b. Next to Entity 10 – CDU, click on the drop-down menu.

The screenshot shows the 'ciaGL Period Balances' interface. At the top, there is a search bar labeled 'Search Entity'. Below it, a table has two columns: 'Entity' and 'Total Prds'. The first row is '10 - CDU' with a value of '0'. The 'Entity' dropdown menu is open, showing a list of options: Entity, Source, Activity, Cost Centre (C4), Account Group (C11), Natural Account, Executive, Division, Unit, and Business Services. The 'Cost Centre (C4)' option is highlighted.

- c. Select the option: Cost Centre.

The first screenshot shows the 'Entity' dropdown menu open for '10 - CDU', with 'Cost Centre (C4)' highlighted. The second screenshot shows the 'Search Cost Centre (C4)' search bar. Below the search bar, the text 'Cost Centre (C4)' is displayed, followed by a table with two columns: 'Cost Centre (C4)' and 'Total Prds'. The first row is '2350 - Commerce & IT' with a value of '(95,941)'.

- d. Enter the respective Cost Centre number applicable to your team in the search box.

The screenshot shows the 'ciaGL Period Balances' interface. At the top, there is a search bar labeled 'Search Cost Centre (C4)'. Below it, the text 'Cost Centre (C4)' is displayed, followed by a table with two columns: 'Cost Centre (C4)' and 'Total Prds'. The first row is '2350 - Commerce & IT' with a value of '(95,941)'.

- e. From the drop-down menu, choose management reporting.

Management Reporting	Total Prds
01MRRV - Dom Student Rev	0
02MRRV - Int Student Rev	0
03MRRV - TAFE NTG Rev	(233,963)
04MRRV - TAFE FFS Rev	(263,911)
09MRRV - Other Rev	9,932
31MREX - Wages	903,848
32MREX - Student Exp	1,760
34MREX - Systems Exp	0
37MREX - Travel Exp	20,087
39MREX - Consultancy Exp	0
40MREX - Other Expenses	1,140
NA - Not Applicable	(534,834)

- f. Click on Travel Exp to highlight the row and then click on the drop-down menu next to the relevant period total amount.

Management Reporting	Total Prds	Period 0	Period 1	Period 2	Period 3	Period 4	Per
01MRRV - Dom Student Rev	0	0	0	0	0	0	
02MRRV - Int Student Rev	0	0	0	0	0	0	
03MRRV - TAFE NTG Rev	(233,963)	0	(3,557)	(63,837)	(166,569)	0	
04MRRV - TAFE FFS Rev	(263,911)	0	(102,959)	(38,378)	(16,756)	(105,817)	
09MRRV - Other Rev	9,932	0	(8,178)	21,569	(10,549)	2,091	
31MREX - Wages	903,848	0	278,679	260,662	271,831	92,676	
32MREX - Student Exp	1,760	0	0	1,760	0	0	
34MREX - Systems Exp	0	0	0	0	0	0	
37MREX - Travel Exp	20,087	0	7,781	2,647	9,144	515	
39MREX - Consultancy Exp	0	0	0	0	0	0	
40MREX - Other Expenses	1,140	0	722	400	18		

- g. Select Transaction Listing and download the transaction list and export as an excel worksheet:

Source	Description (Docu...	Short Description	Account	Reference	Date	Period	Details
GL	General Journal	Acc AFB - Self	10.0.1305.2350.10108	104250	26-Mar-2024	3	AFB Reimbursement-APB TRC R0105 STAR HOTPE--SCHABERLNUC/TERESA DA 10-02-2024-

2. Review the list to select the relevant AFB transactions for reimbursement.

- a. Based on the approved AFB ID and the lecturer's name, check the transactions under AFB cost codes first:

- 35310 Student Away from Base Accommodation
- 35210 Student Away from Base Travel

- 35410 Student Away from Base Meals
- 35309 Staff Away from Base Accommodation
- 35209 Staff Away from Base Travel
- 35409 Staff Away from Base Meals/Travel Allowance
- 35415 AFB Ground Transport
- 35705 AFB MV Expenses (External Charges)

b. Then, check the rest of the transactions using the names of the lecturers who are delivering the approved AFB courses.

Be sure to include all AFB transactions. Some of them might be in non-AFB codes. See below example:

- green highlight – AFB cost code transactions;
- yellow highlight – non-AFB code transactions:

Account	Short Description	Date	Transaction Details
			Amount (AU\$)
10.0.1305.2350.35209	Air AFB - Staff	02-Apr-2024	15.46 AFB TBC WADEYE DELIV SERVICE FEE-SAMS/BARRY MR 21-02-2024-Process-Dom-Chargeback
10.0.1305.2350.35209	Air AFB - Staff	02-Apr-2024	32.94 AFB TBC WADEYE DELIV SERVICE FEE-SAMS/BARRY MR 21-02-2024-Credit Card Fee
10.0.1305.2350.35201	Air Crse - Dom	02-Apr-2024	49.96 TIMBER CREEK TRIP SERVICE FEE-SAMS/BARRY MR 28-02-2024-Credit Card Fee
10.0.1305.2350.35201	Air Crse - Dom	02-Apr-2024	15.46 TIMBER CREEK TRIP SERVICE FEE-SAMS/BARRY MR 28-02-2024-Process-Dom-Chargeback
10.0.1305.2350.35309	Acc AFB - Staff	02-Apr-2024	1,636.36 AFB TBC WADEYE DELIV HOTEL-SAMS/BARRY MR 29-01-2024-LLAGE ADMINISTRATION
10.0.1305.2350.35301	Acc Crse - Dom	02-Apr-2024	2,481.82 TIMBER CREEK TRIP HOTEL-SAMS/BARRY MR 12-05-2024-TIMBER CREEK HOTEL

c. Prepare the list for AFB reimbursement.

When you are satisfied that you have included all AFB transactions, it is time to prepare the list for reimbursement. Please use the following template for the list:

	A	B	C	D	E	Add-in 1	Add-in 2	Add-in 3	F	G	H
Journal Transfer	Account	Cost Centre	Reference	Transaction Amount (AUD)	Date	AFB Number	Approved / Not Approved	Codefix	Details	Short Description	Description (Document Type)

- Information from OneEducation - Column A, B, C, D, E, F, G, H
- Add-in columns (highlighted in yellow above):
 - o Journal transfer;
 - o AFB Number – approved AFB Number, filled by you;
 - o Approved / Not Approved – for AFB office to approve the transactions;
 - o Code fix – correct AFB cost code if the non-AFB codes are used in the original transactions.

See example below:

	A	B	C	D	E	Add-in 1	Add-in 2	Add-in 3	F	G	H
Journal Transfer	Account	Cost Centre	Reference	Transaction Amount (AUD)	Date	AFB Number	Approved / Not Approved	Codefix	Details	Short Description	Description (Document Type)
	10.0.1305.2350.35209	2350	104420	15.46	02-Apr-2024	AFB2410			AFB TBC WADEYE DELIV SERVICE FEE-	Air AFB - Staff	General Journal
	10.0.1305.2350.35209	2350	104420	32.94	02-Apr-2024	AFB2410			AFB TBC WADEYE DELIV SERVICE FEE-	Air AFB - Staff	General Journal
	10.0.1305.2350.35201	2350	104423	49.96	02-Apr-2024	AFB2408		10.0.1305.2350.35209	TIMBER CREEK TRIP SERVICE FEE-SAMS/BARRY MR 28-02-2024-Credit Card Fee	Air Crse - Dom	General Journal
	10.0.1305.2350.35201	2350	104423	15.46	02-Apr-2024	AFB2408		10.0.1305.2350.35209	TIMBER CREEK TRIP SERVICE FEE-SAMS/BARRY MR 28-02-2024-Process-Dom-Chargeback	Air Crse - Dom	General Journal
	10.0.1305.2350.35309	2350	104420	1,636.36	02-Apr-2024	AFB2410			AFB TBC WADEYE DELIV HOTEL-SAMS/BARRY MR 29-01-2024-LLAGE ADMINISTRATION	Acc AFB - Staff	General Journal
	10.0.1305.2350.35301	2350	104423	2,481.82	02-Apr-2024	AFB2408		10.0.1305.2350.35309	TIMBER CREEK TRIP HOTEL-SAMS/BARRY MR 12-05-2024-TIMBER CREEK HOTEL	Acc Crse - Dom	General Journal

d. Send the list to the Management Accountant (MA) for review.

When the MA is happy with the list, the MA will send the list to AFB Office for approval.

3. Prepare the journal transfer for the AFB reimbursement journal.

The AFB office will review and approve the AFB transactions and then email back the approved list. Prepare the journal transfer for the AFB reimbursement after you receive this approved list.

a. Do the journal transfer to fix the transactions with non-AFB cost codes. (Skip this step if all the transactions are already in AFB cost codes).

Dr AFB cost codes

Cr AFB cost codes

It starts with “code fix” in “Narrative 1” in OneEducation

e.g. Dr 10.0.1305.2350.35209 1234 code fix –
Cr 10.0.1305.2350.35201 -1234 code fix –

This journal must be entered line by line to correct each transaction with the wrong code.

See example of Journal entry below:

DOCUMENT FILE: 048343

GENERAL JOURNAL

Journal No.	104217
Date	22-Mar-2024
Period	3
Comments	
CODEFIX: KALKARINDJI DELIVERY SERVICE FEE-SAMS/BARRY MR 16-02-2024- Booking-Dorm-Non GDS	

Ledger	Account Number	Description	Amount
24GLACT	10.0.1305.2350.35209	CODEFIX: KALKARINDJI DELIVERY SERVICE	5.15
24GLACT	10.0.1305.2350.35201	CODEFIX: KALKARINDJI DELIVERY SERVICE	(5.15)
24GLACT	10.0.1305.2350.35209	CODEFIX: KALKARINDJI DELIVERY SERVICE	19.58
24GLACT	10.0.1305.2350.35201	CODEFIX: KALKARINDJI DELIVERY SERVICE	(19.58)
24GLACT	10.0.1305.2350.35209	CODEFIX: TIMBER CREEK TRIP SERVICE	5.15
24GLACT	10.0.1305.2350.35201	CODEFIX: TIMBER CREEK TRIP SERVICE	(5.15)
24GLACT	10.0.1305.2350.35209	CODEFIX: TIMBER CREEK TRIP SERVICE	31.67
24GLACT	10.0.1305.2350.35201	CODEFIX: TIMBER CREEK TRIP SERVICE	(31.67)
24GLACT	10.0.1305.2350.35209	CODEFIX: TIMBER CREEK TRIP SERVICE	19.58
24GLACT	10.0.1305.2350.35201	CODEFIX: TIMBER CREEK TRIP SERVICE	(19.58)
Debit			81.13
Credit			81.13

b. Do the journal transfer for AFB transactions on the list by the following:

Dr AFB office AFB cost codes

Cr Relevant team's AFB cost codes

It starts with “AFB Reimbursement” in “Narrative 1” in OneEducation

e.g. Dr 10.0.4102.2811.35209 1234 AFB reimbursement -
Cr 10.0.1305.2350.35209 -1234 AFB reimbursement -

You can enter the journal line by line with each transaction if the list is short.

You can also enter the journal with the sum of each AFB cost codes if there are many transactions with the same AFB cost code.

Dr AFB office AFB cost codes

Cr Relevant team's AFB cost codes

It starts with the AFB period, the delivery team in “Narrative 1” in OneEducation.

e.g. Dr 10.0.4102.2811.35209 3456

Cr 10.0.1305.2350.35206 -3456

AFB reimbursements for Feb 2024 – TAFE Commerce & IT

c. Do the journal transfer for 10% admin charges.

AFB Office allows each team to claim 10% of admin charges of the total AFB reimbursed. It is to compensate the team for their time spent managing AFB courses.

Dr AFB office admin salary code

Cr Relevant team’s admin salary code

Description: AFB period, the delivery team, admin

e.g. Dr 10.0.4102.2811.30200 123

Cr 10.0.1305.2350.30200 -123

AFB reimbursements period Feb 2024 – TAFE Commerce & IT – Admin

**** Example of General Journal**

DOCUMENT FILE: 043478

GENERAL JOURNAL

Journal No. 103822

Date 26-Feb-2024

Period 2

Comments

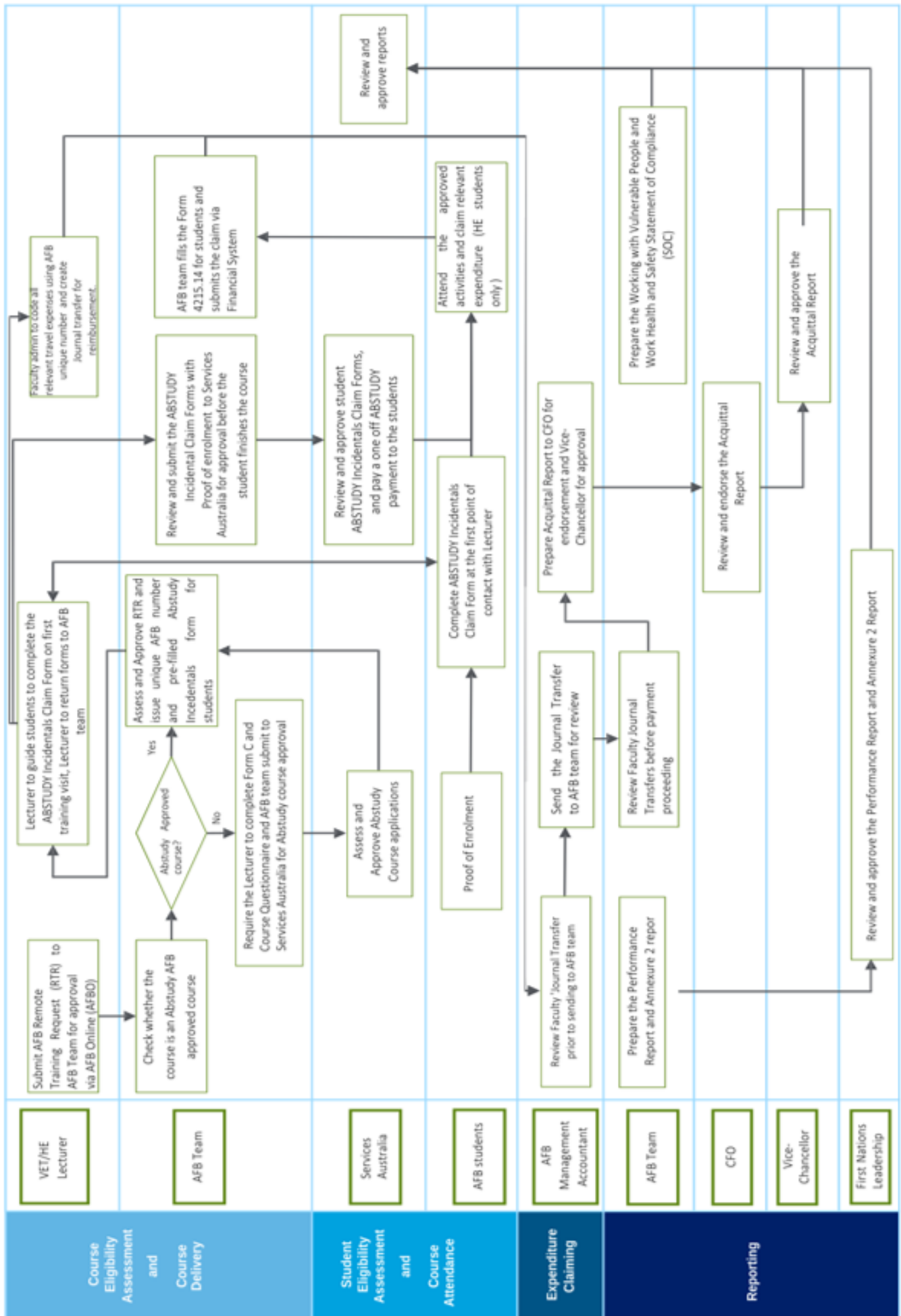
AFB Reimb TA.CourseDeliv.AFB2410. Wadeye.BSams.2901-TA / Incidentals - AFB Travel-Reimbursement Confirmation

Ledger	Account Number	Description	Amount
24GLACT	10.0.4102.2811.35409	AFB Reimb TA.CourseDeliv.AFB2410.	1,269.10
24GLACT	10.0.1305.2350.35409	AFB Reimb TA.CourseDeliv.AFB2410.	(1,269.10)
24GLACT	10.0.4102.2811.30200	AFB Comm & IT Admin Fee	126.91
24GLACT	10.0.1305.2350.30200	AFB Comm & IT Admin Fee	(126.91)
24GLACT	10.0.4102.2811.35209	AFB Reimb AFB2122 SERVICE FEE	15.46
24GLACT	10.0.1306.2360.35209	AFB Reimb AFB2122 SERVICE FEE	(15.46)
24GLACT	10.0.4102.2811.35209	AFB Reimb AFB2122 SERVICE FEE	2.84
24GLACT	10.0.1306.2360.35209	AFB Reimb AFB2122 SERVICE FEE	(2.84)
24GLACT	10.0.4102.2811.30200	AFB Tour, Rec & Beauty Admin Fee	1.83
24GLACT	10.0.1306.2360.30200	AFB Tour, Rec & Beauty Admin Fee	(1.83)
Debit			1,416.14
Credit			1,416.14

Please attach the approval email from AFB office for the support document when you enter the Journal transfer in *OneEducation*. Submit your journal transfer directly to Accounting services team for approval and process.

Appendix C: AFB PROCESS FLOWCHART

Away From Base Process Flowchart



FIRST NATIONS LEADERSHIP

Charles Darwin University
Casuarina Campus
E. afb@cdu.edu.au

cdu.edu.au

