

## Guidelines – Reimbursement of Member and Officer Expenses

### Purpose:

To inform Members and Officer whilst in attendance at Board meetings, Council meetings or whilst engaged on the business of the company (AAA Ltd) of their entitlements for reimbursement for travel, accommodation and other related expenses incurred.

### Procedure:

All claims for reimbursement of expenses to be submitted using the 'Expenditure Reimbursement Form' and must be at all times supported by copies of tax invoices or receipts.

### Travel

- Where air travel within Australia is required, it shall be arranged by the Office Manager at National Office on the approval of a member of the Executive.
- Members /Officers desired travel connections to be advised to the Office Manager.
- Where possible all air travel should be booked in sufficient time as to secure the cheapest flights available.
- Where an alternative means of travel to air travel is requested, it shall be equal or less than the cost of air travel and actual costs shall be reimbursed. Approval of an alternative is to be given by a member of the Executive
- Claims for private vehicle use must be supported by Google Maps showing the starting, ending and elapsed kilometres.
- Car parking expense will be reimbursed when Members/ Officers attend a venue or airport whilst in attendance at board meetings or whilst engaged on the business AAA Ltd
- Where the cost to travel using a private vehicle and parking the said vehicle at an airport exceeds the cost of taxis travel to and from the airport the reimbursement will be equal to the cost of taxis travel.
- Claims for taxis travel will be reimbursed between the point of arrival and the AAA meeting venue when courtesy transport is not provided.
- Car hire may be an appropriate (and cheaper) method of transport when more than one Member/ Officer is travelling to a venue on AAA business. Hire companies require the credit card of the driver to be provided when collecting the vehicle and therefore a claim for reimbursement with accompanying tax receipts must be submitted. Note: standard hiring conditions only.

**Recommended Vehicle Size**

1.4 Litre	One – Two people
1.6 Litre	Three – Four people
As required	Over Four people

- The cost of air travel, meals and reasonable out of pocket expenses for Members/ Officers whilst in attendance at board meetings or whilst engaged on the business of AAA Ltd will be met by AAA Ltd.

**Accommodation & Related Expenses**

- The Office Manager arranges accommodation for both interstate and local members if required.
- The cost of accommodation, whilst in attendance at board meetings or whilst engaged on the business of the company will be met by AAA Ltd. All other expenses charged to the Members/ Officers room including telephone calls, drinks or other services must be paid for by the Member/Officer responsible and settled on check out.
- Accommodation entitlements will only include the period related to official AAA business and they shall include breakfast and dinner. The cost of other meals except lunches provided as part of an official AAA meeting will be met by the Member/Officer.

**Reasonable Expense (based on ATO Recommendations):**

Breakfast	\$25.00
Dinner	\$50.00
Daily Allowance of	\$75.00

- All alcoholic beverages consumed whilst in attendance at board meetings or whilst engaged on the business of AAA Ltd must be paid for by the Member/Officer responsible.
- In the event the Member/Officer has no alternative due to availability of travel options but to arrive at a board meeting the night before, the cost of an evening meal will be paid for by AAA Ltd. In all other cases the cost will be met by the Member/Officer.
- Air travel, meals, reasonable out of pocket expenses and one nights’ accommodation for Directors to attend an AGM will be met by AAA Ltd.
- In the event a Member/Officer who is representing their Region at a Council Meeting leaves the said meeting early other than under an emergency situation the cost of accommodation and meals which represent their non-attendance period will be charged back to the region.

## **Other expenses**

### **Phone expenses**

- Members/Officers are entitled to be reimbursed for the cost of phone calls made relating to AAA business. A copy of the relevant account, highlighting the calls and cost should be submitted for reimbursement.

### **Reimbursement of Expenses**

For all legitimate expenses incurred as outlined above, the Member/Officer shall present to the Finance Manager at National Office a completed 'Expenditure Reimbursement Form', supported by copies of tax invoices or receipts and where appropriate a photocopy of a travel log book.

Payment of claims in excess of \$500 shall be authorised by a member of the Executive or the General Manager and all payments will be made within one week of the Member/Officer's request and National Office receipt of the completed Expenditure Reimbursement Form'.