

AIEH PROCEDURE



TRAVEL AND ALLOWANCES CLAIMS

Procedure Number:	1	Responsible Officer:	Waikay Lau
Procedure Type:	Administrative	Version Number:	1
Approval Date:		Sunset/Review Date:	

1. PURPOSE

The procedure provides guidance to staff and members on submitting claims for reimbursement relating to the travel and allowances policy.

2. BACKGROUND

This procedure recognises that AIEH staff and members on occasions must travel on behalf of the AIEH. As a professional organisation, staff and members should be reimbursed by AIEH for the expenses incurred while on business for the AIEH. However, travel and related expenses, such as accommodation and meals, need to be controlled and monitored. It is also recognised that staff and members should not be out of pocket for valid claims for extended periods of time.

3. SCOPE

This procedure will apply to the reimbursement of costs incurred for AIEH business by staff and members that have received prior approval in accordance with the Travel and Allowances Policy.

This procedure does not apply to costs incurred outside the scope of the Travel and Allowances Policy.

4. REFERENCES

Travel and Allowances Policy
Adopted at the Board of Directors Meeting on **9 February 2005**.

5. DEFINITIONS

Claim Form – refers to the document appended to this procedure.

6. AIEH PROCEDURE

Claims for Costs Incurred

All claims are to be in writing to the Chief Executive Officer or Branch Executive Officer and include the following details:

- Branch Council approval date
- Date and time of departure and return
- Items and their costs
- Amount being claimed per item
- Total cost of claim.
- Amount of GST per itemized cost.
- Verification attached of cost (receipt, itemised statements etc)

The Chief Executive Officer or Branch Executive Officer assesses all claims for payment. The claim must be submitted on the standard claim form.

Where a claim is for a Branch Executive Officer the claim will be assessed by the Chief Executive Officer.

Where a claim is for the Chief Executive Officer the claim will be assessed by the National President or Chair of the Audit Committee.

Claims for Advance Payment

All claims are to be in writing to the Chief Executive Officer or Branch Executive Officer at least 2 weeks prior to departure date and include the following details:

- Branch Council approval statement of the activity.
- Amount being requested.
- Purpose of requested amount i.e. meal allowance for 2 days.

Advance Payment requests are subject to the same approval / assessment process as claims for costs incurred.

On return a claim form must be submitted providing the following information:

- Branch Council approval date
- Date and time of departure and return
- Items and their costs
- Amount being claimed per item
- Total cost of claim.
- Amount of GST per itemized cost.
- Verification attached of cost (receipt, itemised statements etc)

Any amount of the advance payment not accounted for must be returned with the claim form.

Payment

All reimbursement payments will be provided as an electronic funds transfer to the nominated account of the payee, unless an alternative method of payment is requested.

No cash payments will be provided.

7. RELATED DOCUMENTS

Travel and Allowances Policy

Travel Allowance Standard Claim Form

Please fill in details of amounts being claimed in the below cells and attach proof of expenditure (e.g. receipts).



Name:										
No of nights away:			Branch Council Approval Date:				Base town/city:			Advance: Yes/No
Date	Start Time	Finish Time	Travel from and to e.g. Brisbane to Cairns	Accommodation \$	Breakfast \$	Lunch \$	Dinner \$	Actual		
								Item	Cost \$	GST \$
Total:										

Total amount claimed less any advance: \$ _____

I advise that the claim provided here is true and correct.

Signature

Approved/ Not Approved

Date: / /200

EO Signature