

# AIEH POLICY



## TRAVEL & ALLOWANCES

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

### 1. PURPOSE

This policy provides a structure for allowances to be paid and approval of travel for staff, Directors, Branch Councilors (including Executive).

### 2. BACKGROUND

This policy 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.

### 3. SCOPE

Where an AIEH member or staff are traveling away from their base or greater than 30 kms from their residential address and representing the AIEH, they are entitled under this policy to receive travel reimbursements for actual expenses, meals and accommodation. In addition, all travel by members and staff shall be approved by the Branch Council, Board of Directors or Chief Executive Officer and has to be approved for allowances and travel costs to be met by AIEH. This includes travel to;

- Branch Council meetings
- Board of Directors meetings (BoD)
- SIG meetings
- Conferences and technical meetings
- Other approved functions

The Board may give standing approval for travel to specific types of meetings such as BoD meetings or Branch Council Meetings.

Items not specifically mentioned in this policy or approved by AIEH cannot be claimed from AIEH. The Executive Committee has the authority to alter the policy relating to the contribution of costs from members or staff towards the payment of travel and accommodation costs. For example the Board is meeting in conjunction with the National Conference, then the Executive may ask members to partly contribute to the accommodation costs.

Travels by Branch Councilors (including Executive) to conferences are at their own expense, unless specifically approved to travel by Branch Council. Branch Council will assess such items on each occasion.

#### **4. REFERENCES**

Adopted at the Board of Directors Meeting on **9 February 2004**.

#### **5. DEFINITIONS**

Base – means town or city where person resides or works.

#### **6. AIEH POLICY**

##### **Bookings**

On all occasions travel should be booked as early as possible to receive savings, Branch Council and BoD meetings are predetermined and should be known in advance. Unless previously approved, flexi fares (which cost more) are not approved unless by the Executive. If a flexi fare is obtained without approval, then the member or staff may be reimbursed for an equivalent of the cheapest fare (for example 21 day advance plane fare) and may be requested to contribute to the total fare. Travel bookings can be done through the Chief Executive Officer, Branch Executive Officer or direct in consultation with the Executive Officer.

Note: All frequent flyer points earned for AIEH travel should be utilised for AIEH activities and travel.

##### **Meal Allowances**

Where approved travel accommodation is not directly paid for by AIEH, then a receipt for the accommodation needs to be provided for reimbursements.

Meal allowances for an approved overnight stay will be paid at *actual cost* to a maximum of the following:

Breakfast	\$12
Lunch	\$15
Dinner	\$30

That is, a receipt is needed to be reimbursed and up to these amounts will be paid. If you spend \$21 on lunch, then only \$15 will be reimbursed.

It is preferable if accommodation be secured that it includes a meal e.g. breakfast. Costs not used for a meal cannot be used to offset the cost of another.

Proof of expenditure has to be provided for reimbursement and the expense has to be incurred for reimbursement. For example a meal provided during a flight can not be claimed or breakfast on the morning return travel if a meal is to be provided with the travel. E.g. aircraft.

Departure from or return to base for meal claims:

Lunch – Where the person departs earlier than 1.30 pm or returns later than 1.30 pm.

Dinner – Where the person departs earlier than 6.30 pm or returns later than 6.30 pm.

Note: In the case of breakfast, a person is not eligible for reimbursement of the meal upon departure from home base, however, the meal allowance is payable for each subsequent breakfast during the period of absence.

### **Vehicle Allowances**

A car travel allowance will be paid as per ATO travel requirements for meetings, functions etc where the car travel is greater than 20 kms and a private vehicle is used.

### **Communication Allowances**

AIEH business telephone calls and postage can be claimed as actual costs during travel, provided proof of expenditure is provided.

### **Alcohol**

Consumption of alcohol will not be reimbursed or paid for unless previous approval is received from the Executive.

### **Taxi and other fares**

Fares associated with travel will also be reimbursed, however, alternative arrangements like bus and train travel is recommended to link between travel destinations for cost reduction. Shared costs should be sort for same destinations e.g. airport.

### **Travel to meetings within base**

If an official AIEH meeting is held within the base, then meal allowances will be paid. For example if the Executive is meeting with a sponsor for a lunch meeting, then the lunch at the above rate will be covered.

### **Parking**

Parking associated with approved travel or official meetings will be reimbursed by AIEH.

### **Fines or parking infringements**

On no occasions will traffic, parking or other fines incurred by a member of staff will be paid for or reimbursed by AIEH even if they are on official AIEH business.

### **International Travel**

International travel shall be approved in accordance with this policy. However, the allowances provided under this policy can be altered at the discretion of the Board, but shall be no more than 20% of the Australian dollar amount available under this policy.

### **Advance Payment**

Members can request allowances in advance once the Board or Branch Council have approved the allowances. The advance amount should not be greater than

\$200 total (general allowance & travel allowance) and amounts greater than this will be at the discretion of the Executive. The advance will be paid by cheque or direct transfer to a nominated account and the request for the advance payment must be supplied to the Chief Executive Officer or Branch Executive Officer at least two weeks before travel departure date

**General**

- As an organisation concerned with the protection of the environment, transport and travel pooling is encouraged.
- If a member or staff, traveling for AIEH business, wishes to travel earlier or stay longer than the meeting requires, then the accommodation and meals allowance policy does not apply for the extended period or stay.

**7. RELATED DOCUMENTS**

Claims Procedure