

NATIONAL COUNCIL MEETING 27 July 2024**Standing Policy of the National Council (As Amended)****Concerning the re-imbursement of Approved Travelling Expenses****Incurred by National Councillors or****by Club Members travelling on Authorised Club Business.**

The ANARE Club's Rules of Association provide for the re-imbursement of expenses incurred by National Councillors and / or by Club members travelling on authorised Club business. In 2014 Council adopted a Travel Policy which has now been updated as follows.

The objectives of this Policy statement, (to be known as the **ANARE CLUB TRAVEL POLICY**) is to provide a clear, consistent understanding and application of the Policy and its associated procedures, with prudent financial and business practices for the prior approval, claiming and payment of the authorised expenses. The scope of this policy applies to all domestic travel arrangements within Australia, including attendance at National Council meetings or at other authorised and approved travel to National and State / Territory Branch meetings / functions.

NB. Given the current state of the Australian economy, the National Council has adopted a policy conducting its Council meetings via video conferencing (Zoom), although as opportunity arises, it proposes to at least conduct its Annual General Meeting and at least 2 Council meetings per term as face-to-face meetings.

1. Pre-Approvals

All travel arrangements must be submitted to the Treasurer for pre-approval by the Council, except that automatic approval applies to all formally arranged National Council meetings where attendance is deemed a requirement by the Council, or to other pre-approved travel to Council or Club related functions. Details of any other travel expenses must be submitted to the Treasurer in advance of the planned travel. Councillors and Club members are expected to make their own travel arrangements, having regard to the requirements of this policy.

2. Re-imbursement limits.

Air travel should be arranged at the ***cheapest return economy airfare*** rate within Australia (State/Territory) in order to be re-imbursed, ***unless a more expensive airfare*** is specially approved by the Council.

Councillors should obtain their return airfare on the basis of the ***lowest practicable price***, having regard to the ***'test of reasonableness'***, with early morning or late evening flights bookings, being left up to the individual Councillor. Councillors should consider adding travel insurance until further notice, given the current unreliability of the Australian Air Travel industry.

Costs of Airport connections to and from Airports **using shuttle buses is approved** and if vehicle travel is the option of re-imbursement of parking charge will apply.

Early booking is recommended with pre-payment being available if Councillors may vary their individual

preferences for their arrival and departure dates and times, as long as this does not add to the cost of the cheapest economy return airfare, being claimed.

2.1 Maximum payment - Amended Item 11.4 26 July 2025

Maximum payment per travel area (State/Territory) unless specially approved by the Council shall be up to \$500 (Based on travel to Melbourne or approved meeting location).

It is expected that Councillors will obtain the cheapest return economy airfares by booking early; pre-payment re-imbursement will be available Councillors may vary their individual preferences for their arrival and departure dates and times, as long as this does not add to the cost of travel claimed. Travel by vehicle from rural areas (i.e., within Victoria or approved meeting location state) shall be defined as a total return distance of more than 100 kms from the GPO for which up to \$150 shall be made available.

3. Re-imbursement Procedures.

Travel undertaken within these guidelines shall be re-imbursed by the Treasurer upon the presentation of correctly printed Tax Invoices.

4. Allowable Claims for Re-imbursement.

Claims shall include the cost of economy class interstate return airfares, (plus travel insurance) or train travel, airport shuttle bus (both to and from Airports) and reasonable re-imbursement of petrol money for vehicle return distances greater than 100kms.

5. Non-Allowable Claims for Re-imbursement.

Claims for Taxis, Accommodation, food /Alcohol or other items not listed in Allowable claims above shall not be accepted. Frequent Flyer / Loyalty group fees, etc. shall not be paid.

6. This Standing Council Policy - known as the ANARE CLUB TRAVEL POLICY - shall be reviewed and updated biennially (i.e. By the 2025 - 2026 National Council).

7. Recommendation.

For the consideration and Adoption by the Council at its meeting on 27 July 2024 as per Amendment to include Shuttle Bus reimbursement and addition and reimbursement of travel insurance given the current state of unreliability of the Australian Air Travel Industry.

David Dodd
President
20 July 2024