

DRAGONS ABREAST AUSTRALIA POLICY REGISTER

POLICY NO. 1/2008 – TRAVEL ON OFFICIAL DAA BUSINESS

APPROVAL BASIS: Approved by National Executive 10 July 2008

Rationale

From time to time Members are required to travel as representatives of DAA on official business, including:

- attendance at national meetings;
- representing the organisation at functions, conferences and the like;
- assisting at national events;
- providing assistance to member groups; etc.

The following sets out the process to be followed and the level of allowances payable to DAA members who are required to travel to represent DAA from time to time, in compensation for **out of pocket expenses**.

In defining the policy the following is paramount:

1. DAA needs to have a high level of accountability for funds which have been provided through sponsorship and donations;
2. DAA is a group which encompasses all of its members and each Member needs to contribute how and when each can to furthering its aims; and
3. Members who are prepared to put their time and energy into activities which benefit DAA and the membership as a whole should not be disadvantaged by volunteering to take on roles of responsibility within DAA.

Out of pocket expenses are costs that would not normally occur if not travelling on DAA business. These relate to:

- transport costs (airfares, petrol, etc); and
- accommodation cost.

Meal costs are not regarded as out of pocket expenses and, at venues where catering is provided by DAA, individuals are encouraged to contribute to the cost of their meal.

Policy Guidelines

- The cost of travel should be minimised by utilising discount fares and package rates wherever possible and by investigating other sources of funding such as support from a home group. (In many cases individual groups have built the cost of its representatives attending national meetings and so on into their annual budget.)
- It is anticipated that in the majority of instances representatives will stay with members of a local group.
- Where commercial accommodation is required and this has not been arranged by the national body or a local group, reimbursement of reasonable costs can be made.

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Reasonable Costs for Accommodation

The limit payable will be **\$70 /night shared** and **\$100 / night single** in regional areas.

Rates for capital cities will be maximum of **\$90/night share** and **\$180/night single**.

Procedure

A draft budget of anticipated costs should be submitted to the Administration Manager once details are known. In this way she can advise if there is any difficulty regarding the proposed arrangements and also advise of any alternatives, e.g. the possibility of sharing with another member who is also travelling.

As DAA is registered for GST, wherever possible tax invoices should be obtained in the name of Dragons Abreast Australia so that the GST can be claimed.

Upon completion of the travel a request for reimbursement is to be submitted to the Administration Manager with all tax invoices for the amounts being claimed attached.

An advance of funds may be requested in instances where reimbursement may cause hardship. The expenditure will still need to be acquitted and adjustments made for under / over payment.