



*Supporting and encouraging those involved or interested in Local Government*

WEBSITE: [www.algwaqld.asn.au](http://www.algwaqld.asn.au)

ABN - 16 445 091 911

## **POLICY**

### **EXPENSES REIMBURSEMENT**

This Policy sets out the criteria for ALGWA Management Committee members to claim expenses reimbursement when undertaking the position on the ALGWA Management Committee by attending face-to-face Management Committee meetings.

This policy recognises that Management Committee members will incur expenses when executing their responsibility as an ALGWA Queensland Branch Management Committee member to attend the face-to-face Management Committee meetings. The Management Committee must meet either via teleconference or face-to-face at least once every four (4) calendar months to exercise its functions.

When there is a requirement to travel to the Management Committee meeting, the following expenses may be reimbursed, while still recognising that the most economical mode of travel be used where possible and that financial support from Councils for members to attend is welcomed and encouraged if possible:

- (a) Airfares for travel to attend the Management Committee meetings.  
**(NOTE:** reimbursement of airfares will be subject to attendance for the majority of training/meeting days. Members are to also ensure that best value for airfares is applied with forward planning and early bird airfares booked at all times)
- (b) Car parking fees (including airport parking) for attendance at the training day/meetings. Attendees are requested to investigate and utilise the most economical parking options available and are encouraged to carpool, share taxis or book online to access discounted or promotional offers where possible.
- (c) Taxi fares for travel from airports or from accommodation places to training days/meetings.
- (d) Mileage for attendance at training day/meetings which includes mileage to/from the airport if travelling to a meeting. (Mileage rates will be applied in line with 50% ATO guidelines or a maximum of \$250, whichever is the lesser amount)
- (e) Catering costs for training day/meetings.
- (f) Gifts on behalf of ALGWA.
- (g) Printing costs for ALGWA.
- (h) Postage for ALGWA.
- (i) Stationery costs for ALGWA.

All claims for reimbursement must be submitted on the Reimbursement Claim Form (with appropriate receipts attached) and forwarded to the Treasurer for approval by the Management Committee before any reimbursements can be processed.

**PLEASE NOTE:** Accommodation expenses for attendance at the training days/meetings will not be reimbursed. This is at the personal expense of the Management Committee member.