

POLICY - Finance 003

ANC Travel Policy

Purpose This Policy clarifies and defines appropriate guidelines for the support of ANC members who have the need to travel on Cigre Business.

Background The ANC wishes to ensure the appropriate support of ANC members who have a need to travel on Cigre business and to ensure that they are reasonably compensated for travel and related living expenses.

As ANC is a member funded organisation, it is appropriate that such support is managed and controlled in an appropriate and timely manner.

This policy also seeks to ensure that members are promptly reimbursed for personal expenditure whilst in the pursuit of ANC or CIGRE approved activities.

This policy is aimed at clarifying for members what travel expenses will be reimbursed and the process and procedure for making such claims for support.

Document History

Version	Date	Summary of Changes	Approved	Review date
1.0	18 February 2014	Initial Policy	ANC Finance and Audit Committee	February 2015
				Review date June 2020

1. Applicability:

This policy governs the allocation of funds to support travel and related expenses incurred in relation to Cigre ANC activities.

2. Air Fares

Members who have ANC approval for travel will be able to claim reimbursement for the value of an economy return fare (from their nearest capital city) to the destination of the meeting.

3. Accommodation and expenses.

ANC will reimburse members for reasonable approved accommodation expenses upon presentation of receipt or other verification of the accommodation expense. As far as practicable, accommodation should be agreed before the travel takes place.

ANC will also reimburse members for reasonable and relevant expenses incurred whilst carrying out approved ANC/CIGRE duties. See POLICY - Finance 002- Reimbursement of Australian National Committee member's expenses.

Process for applying for Travel Support

- a. A member should notify the ANC Secretary as soon as practicable once he/she becomes aware of the need to travel on ANC/CIGRE Business.
 - i. The member should provide a short summary of the intended trip including:
 1. Purpose of the trip.
 2. Location and dates of the trip and related conference or meeting.
 3. Indicative economy airfare costs.
 4. Accommodation arrangements and cost.
 5. Number of days away related to ANC/ Cigre activities.
 6. Any other financial or in-kind support being provided by an employer or other party.
 7. What financial support the member is seeking.
 8. Any other information the member believes may be of benefit to ANC.
- b. If a member knows of upcoming likely expenses which are not clearly covered by these guidelines, she/he should contact the ANC Secretariat to seek clarification and confirm what expenses will be covered.
- c. Any claim for personal reimbursement must be accompanied by a receipt or other evidence of the expense being incurred. (Receipt, credit card statement extract, paid invoice etc.). Expenses may not be reimbursed without appropriate evidence.

- d. The claimant must complete the form – ANC Cigré: Claim for reimbursement of expenses and attach the evidence indicated in (3c).
- e. All reimbursements should be claimed within 2 months of the expense being incurred. (Claims outside of this period will only be considered under extenuating circumstances and will need to be approved by the ANC Executive Manager).

Contact for further information:

ANC Secretariat

ANC Cigré: Claim for reimbursement of expenses

Name: _____ Date: _____

Contact Details:

Address: _____ Email: _____

_____ Phone Number: _____

State _____ Postcode _____

Date Expense incurred	Item description	Reason / Detail	Amount \$ AUD	Receipt evidence attached (Yes/No)

Comments: _____

Total Claimed: AUD\$ _____

Detail for Payment of Reimbursement:

Direct Debit: BSB: _____ / _____
Account No. _____

Cheque: made out to: _____

Other (Specify) _____

Signed: _____

Claims should be lodged with the Secretary ANC : anc@cigre.org.au

Office Use Only :

Reimbursed on: Date : _____ Amount: \$ _____

Account (if applicable): _____ Signed: _____