



**THE ORDER OF AUSTRALIA ASSOCIATION**

**INTERIM POLICY**

**REIMBURSEMENT OF TRAVEL EXPENSES**

<b>Policy identifier</b>	G4-1
<b>Version</b>	1.0
<b>Drafter</b>	M.Crane
<b>Approved by committee on</b>	N/A
<b>Approved by board on</b>	28 October 2018
<b>Scheduled review date</b>	October 2019
<b>Document ownership</b>	National Treasurer

**Table of Revisions**

<b>Version</b>	<b>Date</b>	<b>Reason for Modification</b>	<b>Person Responsible</b>
1.0	Oct 18	First draft	M.Crane

**Authorisation**

P.L. MORRALL AM, CSC  
National Secretary

# 1. Introduction

## 1.1 Purpose

The purpose of this Interim Policy is to provide guidance to Directors regarding the reimbursement of travel expenses pending development of wider policy on Board operations.

## 1.2 Applicability

The policy and procedures outlined in this document apply to all Directors of the Association. No Director is exempt from the policy. The term “Director” includes a proxy.<sup>1</sup>

## 1.3 Policy Basis

The basis of this policy is the Constitution of the Order of Australia, which at paragraph 5 provides, *inter alia*, that:

- “(e) No payment shall be made to any Director other than the payment:
- (i) of out of pocket expenses incurred by the Director in the performance of any duty as a Director where the amount payable does not exceed an amount previously approved by the Board; ...”

# 2. Policy Statement

Directors may be reimbursed reasonable out of pocket travel expenses (as defined in the Procedures below) incurred in the performance of their duty as a Director.

There is no requirement or expectation that Directors meet such expenses from their personal funds. It is a matter of personal choice as to whether reimbursement is sought.

Directors seeking reimbursement of travel expenses must comply with the Procedures below.

# 3. Responsibilities

The Board is responsible for:

- ensuring that an appropriate policy on reimbursement of travel expenses is in place and appropriate compliance; and
- resolving claims where a Director requests a review of a decision made by the Board’s appointed Approving Officer.

---

<sup>1</sup> See the Constitution of the Order of Australia, paragraph 20.

The National Treasurer is appointed Approving Officer for reimbursement of travel expenses. The National Treasurer is responsible for assessing and approving claims in accordance with the Procedures below.

The National Chairman is responsible for ensuring that policy on reimbursement of travel expenses is included in briefings for potential new Directors prior to their nomination.

## 4. Procedures

Directors are to submit claims to the National Treasurer on the proforma at Annex A, attaching receipts or other supporting documentation. Where receipts are not available, Directors should consider making a Statutory Declaration in support of their claims. Claims made without appropriate support will not be allowed.

Examples of reasonable out of pocket expenses include (but are not limited to):

- if travelling by air:
  - at home location:
    - taxi/Uber/train/bus fares or (for distances greater than 50 km round trip) fuel costs; and
    - airport parking fees;
  - at destination:
    - taxi/Uber/train/bus fares;
  - economy class airfares;
- If travelling by road:
  - for distances greater than 50 km round trip, fuel costs; and
  - parking fees at the nominated hotel or venue where these are not rebated for Board meeting attendees;
- accommodation costs up to the 'corporate rate' offered by the nominated hotel or venue.

Examples of expenses that are not generally considered reasonable include (but are not limited to):

- meal and bar costs;
- room mini-bar and laundry costs; and
- wear and tear on motor vehicles.

Two methods are available for substantiation of fuel costs:

- Receipt method (preferred). Fill the car immediately before and after Association business travel and provide the receipt for the second fill.

- Estimated fuel cost method. When it is impractical to fill at both ends of a trip, estimate the fuel cost using the following method<sup>2</sup>:
  1. Divide the Association business trip distance by 100.
  2. Multiply the result of this by the fuel consumption (OAA Directors use 9 litres/100km<sup>3</sup>).
  3. Then multiply this figure by the cost of fuel/litre (OAA Directors use \$1.50/litre in FY18-19<sup>4</sup>).

Example:

1. 220km divided by 100 = 2.2
2. 2.2 multiplied by 9 = 19.8
3. 19.8 multiplied by \$1.50 = \$29.70 (Claim this amount)

In making travel arrangements, the primary consideration should be ensuring effective participation in Association business. That said, Directors should be mindful that they are expending Member funds, and seek the most economical solution wherever possible. This might include, for example, considering alternatives to a preferred airline or taking earlier/later flights when there are significant fare variations.

Where the National Treasurer disallows a claim, or elements of a claim, the affected Director may request that the decision be reviewed by the Board. In such cases, the Board's decision will be final.

The National Treasurer is to ensure that records of all claims and payments made are retained in the Association's electronic records managements systems for a period of seven (7) years. Directors should consider retaining their own records for a similar period.

## 5. Related Documents

This Policy is to be read in conjunction with:

- Constitution of the Order of Australia Association
- A1 Records Management Policy

---

<sup>2</sup> Source: RACQ.

<sup>3</sup> Source: RACQ

<sup>4</sup> Average of Melbourne and Sydney CBD average prices September 2018.

ANNEX A TO INTERIM TRAVEL EXPENSES POLICY



**THE ORDER OF AUSTRALIA ASSOCIATION LIMITED**

**EXPENSE CLAIM FORM**

**NAME:**

**REASON AND DATE:**

**DETAILS OF CLAIM:**

<b>TOTAL</b>	

**SIGNATURE OF CLAIMANT:**

As funds are remitted electronically, please provide:

Name of institution:

BSB :

Account number:

Account name:

**OFFICE USE ONLY:**

Date paid: \_\_\_\_\_

Payment Number: \_\_\_\_\_

Amount: \_\_\_\_\_

Approved by:

\_\_\_\_\_