

## Board Members Expenses Policy

### **Purpose**

To enable all AAOS Board members to participate face to face in the annual Board Planning day and/or the Annual General Meeting and/or any other PD day in Sydney, ensuring travel costs are not prohibitive

To enable Board members to attend one PD day interstate per year if they are required to assist the local Board member or the Board deems it necessary for someone outside the State to attend.

To document the principles and procedures for reimbursement of expenses incurred on this specific AAOS Board business

To document other expenses that might be incurred on Board business

### **Principles**

AAOS Board members are required to attend two face to face meetings per year in Sydney and will have travel expenses reimbursed for these if they travel from outside of NSW.

Board members based outside of NSW may choose which two Sydney events they attend – AGM and PD day, Planning Day, other PD days. Board members outside of NSW are not expected to attend all events in Sydney and NSW Board members are not mandated to travel interstate for any PD event. Where possible the Board members should plan to attend the Sydney AGM and/or planning day

Board members undertake to use the most cost and time effective means of transport and are always mindful of the limited funds of the association

Expenses for attending meetings include: reasonable priced flight in economy class, public transport rather than taxis where possible, car parking, reasonable overnight accommodation up to limit of \$200 per night, evening meal up to a limit of \$50 and breakfast up to a limit of \$20.

Board members may choose to exceed the amount they can be reimbursed for accommodation or meals, but will pay the difference out of their own pocket

Board members are encouraged to fly in and out on the same day if possible if this reduces overall costs

If a board member purchases food for an AAOS event, or travels to meet with another organisation on behalf of AAOS, the expenditure will be reimbursed if there has been prior agreement by the Board

## **Procedure**

1. The Board member informs the Treasurer (or President if the Treasurer is the travelling Board member) in advance, of the cost of transport and gains agreement for the expenditure before incurring any. For flights the Board member should first look at the options on line and present the Treasurer with a minimum and maximum, gaining approval prior to the time when they are booking the flight.
2. The Board member pays and then claims back the expenditure
3. Claims are submitted on the Board Member's own headed notepaper with receipts or scanned copies of receipts attached. No expense will be reimbursed without receipts
4. Reimbursement is by bank transfer or cheque

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