

Council Travel, Accommodation and Hospitality Policy

1. Introduction

This Policy is designed to provide guidance to Council members in relation to their entitlements to travel, accommodation and hospitality whilst serving as Council members.

2. Travel

The Society will pay the full cost of airfares and transfers to and from home or office and airports, or a mileage allowance if driving, for Council members travelling to or from approved Society or Council meetings or events arising out of a Council member's responsibilities.

Unless otherwise approved by the Council, only economy class airfares will be paid by the Society.

Mileage allowance will be at the rate of 70c per kilometre.

3. Accommodation

The Society will pay the accommodation charges (room and breakfast) of Council members attending approved Society or Council meetings or events. Such accommodation charges exclude incidental costs incurred by Council members.

Council members are responsible for the payment of accommodation and incidental costs incurred by their partners or guests.

4 Hospitality

The Society will pay the cost of meals and refreshments of Council members attending approved Society or Council meetings or events.

Council members are responsible for the payment of meals and refreshments incurred by their partners or guests.

Approved by the Council on 23 July 2011