

115.8 Board Expense Reimbursement Policy

1. Purpose

To ensure that Board members of RedR Australia (RedR) are reimbursed on a consistent basis for actual costs incurred, subject to any agreed limits, so that:

- a) They are not financially 'out of pocket' by their voluntary representative duties; and
- b) The parameters for the reimbursement of expenditure in known and understood.

2. Policy Statement

RedR will reimburse expenditure incurred by Board members in undertaking their roles on behalf of RedR.

Board members are voluntary, honorary officers who give up their time (paid and/or unpaid) to freely serve on the Board of Governance of RedR. Board members use leave, flexi-time or make other suitable arrangements to attend to RedR business. No reimbursement for salary foregone is provided by RedR.

It is the policy of RedR Australia that where the costs associated with undertaking the duties and responsibilities of a Board member are not fully met by one of the founding bodies (EA, APESMA, CA & IPWEA) then reasonable costs will be met by RedR Australia.

A fair and common sense approach should be adopted by all parties so that honorary officers do not benefit at the expense of RedR. At the same time, it is recognised that honorary officers do give freely of their time and abilities, and their contribution to RedR is deeply appreciated and acknowledged.

3. Guidelines

- 3.1 Reasonable travelling expenses to attend meetings and official functions will be met by RedR. In general the cost of public transport will be reimbursed at actual cost. The lesser of the cost of either economy class air travel or sleeper rail travel will be reimbursed to honorary officers who decided to use their own car or some other form of transport to attend meetings or other approved official RedR events. For travel to and from the airport, or railway station, the cheapest combination of taxi, private car or rental car shall be used. If a private car is used, the member will be reimbursed at the current ATO rate for a motor car. When using a private motor car, consideration should be given to the cost of parking and the duration of the parking. Cost of meals required in transit will be reimbursed.
 - 3.2 Arriving early for or staying on after the meeting – In some cases, honorary officers elect to either arrive early for a meeting or remain in a hotel, etc. for private business, holidays, etc. before or after the RedR meeting or business has been concluded. Except where it is not possible to obtain a flight or otherwise travel on the same day that the RedR business commences or concludes, RedR will not meet the cost of such additional accommodation.
 - 3.3 Expenses for partners accompanying honorary officers will not normally be recompensed with the exception of formal occasions with prior approval obtained from the Board Chair. All travel expenses for partners are to be met by the honorary officer.
 - 3.4 Alcohol consumed by honorary officers or their partners on formal occasions will be paid for by RedR. All other alcohol consumption will be at the expense of the honorary officer.
 - 3.5 Invitations to honorary officers normally domiciled in the country and whose attendance at meetings will have budgetary implications will be referred to the Board Chair for approval prior to incurring such costs.
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- 3.6 Entertainment and gift expenses – From time to time, honorary officers may need to entertain others or provide a gift on behalf of RedR. Approval in principle to incur such expenditure and an indication as to the likely amount is to be obtained in advance from the Board Chair
- 3.7 Child Care Expenses for honorary offices with child care responsibilities will be reimbursed for attendance at Board meetings and to attend formal occasions as a representative of RedR:
- Where prior approval has been given by the Chair
 - Claims must be accompanied by a receipt from a licensed child care provider and child care costs are not eligible for reimbursement if paid to a member of the immediate family.
 - For those hours the honorary officer is en-route to and from and in attendance at a RedR event.
 - At a reasonable rate taking into account the local market rate (per family per hour). Any entitlement to the Commonwealth Government Child Care Benefit Scheme is to be off-set against the hourly rate charged by the licensed child care provider.

4. Claims for reimbursement procedure

- 4.1 Claims for reimbursement are to be submitted using claim form 241.A provided within 14 days of attending Board meetings or attendance at representative functions.
- 4.2 When making claims original receipts, tax invoices and documentation to support a claim must be provided.
- 4.3 Claims for reimbursement are to be submitted to the CEO. Where in the opinion of the CEO a question arises, the matter will, in the first instance be brought to the attention of the Chair who will in turn will discuss the matter with the honorary officer making the claim. Should the question still remain, the matter is to be referred to a closed session of the Board for a decision.

5. Authority and Responsibilities

The RedR Australia Board Audit and Risk Committee has the authority and is responsible for developing and reviewing this policy.

6. Document control

Reviewed by:	P&C Director
Approved by:	CEO
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