



Travel and Reimbursement Policy

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Drafted by	Rebecca O'Sullivan	Approved by Board on	March 2023
Responsible person	Megan Hall, Executive Officer (EO)	Scheduled review date (2yrs)	March 2025

Purpose: The purpose of this policy is to outline under what circumstances travel and reimbursement of expenses may occur on behalf of the AAFIE Foundation (AAFIE), and the process for doing so.

Policy Statement: AAFIE Board Members, staff and any other volunteers will be at minimal financial disadvantage to access the business of the Organisation, and will be provided with appropriate arrangements to support their business travel requirements, which includes:

- In a 'Doing School Differently' Conference year (biennial), individual travellers can claim the costs of accessing the Conference and all other AAFIE business related activities at the conference
- Individual travellers can claim the travel costs of attending 1 face-to-face AAFIE meeting in a non DSD Conference year
- Costs including air-fares, accommodation, car hire / taxis / rideshare and food costs are to be reimbursed following proof of receipt.

This policy ensures that the travel is adequately planned, is cost effective, has appropriate financial acquittals and is not overly burdensome to administer/acquit.

Travel Bookings: It is expected that travel is at the most cost-effective method, for instance, the best available economy air fares and 3–4-star hotels. Upgrades can be obtained through use of frequent flyer points or personal funds.

Board Members are to make their own travel arrangements and keep a record of receipts for reimbursement

Process: Individual travellers are to keep a record of receipts for reimbursement and complete AAFIE Reimbursement Form and have it approved by the Chair.

Scope/Applicable To: AAFIE Board directors, staff and volunteers

Related Documents: Complaints Policy and Membership Policy