

Directors Travel Expenses

Policy Determined

TCWA Board Meeting 18 September 2012.

Policy Purpose

The purpose of this policy is to:

- cover reasonable travel costs and expenses for Directors;
- ensure appropriate standards of financial management and governance; and
- minimise costs through early bookings and use of contra and discounts available to TCWA.

Directors Travel & Expenses Budget

The TCWA annual budget approved by the Board shall include a budget line for travel costs and any other expenses incurred by Directors consistent with this policy.

Travel to attend Board Meetings - Directors travelling by private motor vehicle

Directors will normally be responsible for arranging their own private motor vehicle transport to attend board meetings. Car parking fees incurred during the Board Meeting may be claimed by Directors. Where the Director is travelling by private motor vehicle for a round journey of three hours or more to attend a Board Meeting, the Director may claim fuel expenses.

To reclaim these parking or fuel costs Directors shall complete a claim form, and provide receipts for all expenses claimed, within three months of the expense being incurred.

Travel to attend Board Meetings - Directors residing in regional areas

Where a Director's normal place of residence is a regional area requiring air travel and/or accommodation to attend Board Meetings, TCWA will provide the following:

- assistance will be limited to return intrastate travel from the normal place of residence to the location of the board meeting;
- transport and accommodation for Directors will be booked and paid by the TCWA office directly;
- Directors must request travel assistance at least twenty one days prior to the board meeting to enable the TCWA office to book available contra or low priced fares and rates;
- all suitable travel contra available to TCWA must be used for travel to attend Board Meetings before any Director travel expenses are booked for or paid in cash by the TCWA office.
- the CEO shall verify that any cash or contra travel expenses are within the year-to-date budget line for Directors Travel & Expense prior to booking by the TCWA office.