



# Australian Bowhunters Association Incorporated <sup>TM</sup>

ABRN 093 577 603 ABN 79 750 431 225



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## **NATIONAL EXECUTIVE TRAVEL AND EXPENSES POLICY**

The Australian Bowhunters Association will reimburse National Executive officers for their reasonable expenses incurred in connection with necessary and authorised Association business.

The purpose of this policy is to establish a consistent guide for the National Executive to follow.

The National Treasurer is responsible in ensuring that National Officers do not significantly exceed the guidelines contained in this policy document.

This policy is in line with the National Constitution Section 20 (b) (ix)

### **Transportation Costs**

Executive officers are expected to travel in order to conduct their role. Officers can arrange their own transportation to meetings, club / Branch visits, National Safari's or any other ad hoc business. This guide does not detail cost guidelines for transportation as the below conditions define what is considered reasonable.

Transportation includes airfares, own vehicle use, car rental, train, bus and taxis.

### **Air Travel**

- Officers are to exercise 'lowest logical fare' and 'reasonable' judgement when booking flights.
- Selecting the most direct route is expected
- Excess baggage fees are prohibited (exception would be approval to transport ABA property)
- Business class travel is prohibited
- Ancillary charges such as early boarding, seat upgrades & preferred seating are not reimbursable (exceptions to personal circumstances must be approved by the National Treasurer before charges occur)
- Flight insurance will be covered
- Flight choice to meet personal travel plans, that results in extra costs to the Association are prohibited

### **Personal Vehicle Use**

- Officers are to exercise reasonable judgement when deciding to use their personal vehicle
- Consider car-pooling to reduce costs
- No single officer travel in a personal vehicle is reimbursable if flights are available at a lower cost (exception would be transporting ABA property)
- Petrol/diesel/gas costs will be reimbursed for the ABA travel portion only
- A further \$0.10 cents per kilometre may be claimed for wear and tear costs on personal vehicle
- Fines or penalties (e.g. Speeding/parking, damage etc) will not be reimbursed

## **Car Rentals**

- Officers are to exercise 'lowest logical cost' and 'reasonable' judgement when booking rental cars
- Luxury car rentals are prohibited
- Consider car-pooling to reduce costs
- Rental car insurance option must be taken up to limit the exposure risk to the Association
- Excess insurance payments required to meet damage caused by third party damage will be covered
- Fines or penalties (e.g. Speeding/parking) will not be reimbursed

## **Meal Costs**

Food and drink costs are to be reimbursed and approved for National Executive officers who are required to travel away from home.

Officers are to use reasonable judgement when incurring food and drink costs in exercising their role.

The Australian Taxation Office have set a tax determination which can be found under the reference **ATO TD 2017/19**. This provides a maximum expenditure amount. The below table is the current table at 23/06/2018 and the National Executive reserve the right to follow the updated rates determined by the ATO.

<b>Location</b>	<b>Breakfast</b>	<b>Lunch</b>	<b>Dinner</b>	<b>Incidentals</b>	<b>Total</b>
Adelaide	\$27.05	\$30.45	\$51.85	\$19.35	\$128.70
Brisbane	\$27.05	\$30.45	\$51.85	\$19.35	\$128.70
Canberra	\$27.05	\$30.45	\$51.85	\$19.35	\$128.70
Darwin	\$27.05	\$30.45	\$51.85	\$19.35	\$128.70
Hobart	\$27.05	\$30.45	\$51.85	\$19.35	\$128.70
Melbourne	\$27.05	\$30.45	\$51.85	\$19.35	\$128.70
Perth	\$27.05	\$30.45	\$51.85	\$19.35	\$128.70
Sydney	\$27.05	\$30.45	\$51.85	\$19.35	\$128.70

*\* Source ATO TD 2017/19*

## **Accommodation Costs**

Accommodation costs are to be reimbursed and approved for National Executive officers who are required to travel away from home.

Officers are to use reasonable judgement when incurring accommodation costs in exercising their role.

The Australian Taxation Office have set a tax determination which can be found under the reference **ATO TD 2017/19**. This provides a maximum expenditure amount. The below table is the current table at 23/06/2018 and the National Executive reserve the right to follow the updated rates determined by the ATO.

<b>Location</b>	<b>Per Night</b>
Adelaide	\$157.00
Brisbane	\$205.00
Canberra	\$168.00
Darwin	\$216.00
Hobart	\$138.00
Melbourne	\$173.00
Perth	\$203.00
Sydney	\$185.00

*\* Source ATO TD 2017/19*

### **Home Office Costs**

National Executive officers should not be out of pocket as a result of incurring expenses associated with carrying out of the Association's business.

Officers may claim home office expenses such as:

- Postage stamps & other postage costs
- Paper
- Internet / Phone usage
- Printer ink
- Office supplies
- Heating & cooling home costs – based on home office expense allowance determined by the ATO of \$0.45/hour

A full tax invoice or receipt is required when claiming any out of pocket expense. Failure to provide this paperwork may lead to a rejection of claim.

The purchase of capital assets such as laptops, printers, software or equipment must be approved by the National Treasurer prior to purchase.

Any out of pocket expense over the value of \$500 must be approved by the National Treasurer prior to purchase.

**Issued by The National Executive**  
**23<sup>rd</sup> June 2018**