



## AFL MASTERS NATIONAL BOARD TRAVEL EXPENSE POLICY

Effective 25 May 2024

### Effective from

25 May 2024

### Applicable to

This policy is applicable to National Board Members of AFL Masters Inc.

### Purpose

The purpose of the National Board Travel Expense Policy is to ensure that the National Board is frugal with the spending of funds and only incurs reasonable travel expenses when conducting business for and on behalf of the National body as required with their duties from time to time.

### Types of National Board Travel considered reasonable

The policy with respect to various types of travel expenses that can be incurred are as follows:

- i) **Accommodation:** the National President shall source accommodation & any meeting room that is a) appropriate for the National Board's needs (including meeting rooms); b) not excessive; and c) convenient for those travelling from interstate. Any accommodation in excess of the ATO's published rates for accommodation in Darwin (currently per [TD 2023/3](#)) shall require approval from two of the National Executive.
- ii) **Airfares:** individuals will be reimbursed for economy airfares that are a) not excessive; and b) fits in with their work & family schedule. Where possible, airfares are to be booked as least 14 days prior to departure
- iii) **Meals:** to be consumed together at venues that are a) not excessive; b) convenient to where meetings are being held; and c) is considerate of everyone's dietary requirements. Accumulated meals & drinks for a trip greater than 10% of the ATO's published rates for daily meal & incidental allowance expense amounts (currently per [TD 2023/3](#)) shall require approval from two of the National Executive.
- iv) **Ground travel:** Travel to/from airports by National Board members (including parking) shall be a) not excessive; and b) fits in with their work & family schedule. Where possible, Ubers/taxis should be shared between National Board members. If a hire car is required for site visits then AFLM Sponsor SIXT is the preferred supplier using the AFL Masters Corporate Code rate.

### Online meetings

For meetings expected to be less than three (3) hours in duration – particularly ad hoc meetings during the year - it is preferable to have them conducted online rather than Face-to-Face.

### Capital city meeting location

When a Face-to-Face meeting is required, it is to be held in a capital city of Australia, except in instances where it is held in a National Carnival Host City that is not a capital city. The selection of the

capital city shall be the cheapest one, determined by the ATO's published rates for accommodation in various Australian capital cities (currently per [TD 2023/3](#)) together with estimated cost of airfares for travelling National Board Members.

#### **Method of calculating National Board Travel costs**

AFL Masters shall apply the actual costs incurred method - rather than the ATO's annual published rates for the reasonable travel and overtime meal allowance expense amounts (currently [TD 2023/3](#)) – with respect to the determination of National Board travel expenses.

#### **Reimbursement of travel expenses**

National Board members may be reimbursed for reasonable travel expenses incurred whilst conducting business for and on behalf of the National body. Within three (3) months after the travel has occurred, National Board Members must submit a summary of travel expenses incurred together with a scanned copy of all receipts and Tax invoices (if applicable) to the General Manager. Prior to any reimbursement, the claim shall require approval from two of the National Executive.

#### **Monitoring & Reporting**

The General Manager is responsible for ensuring that travel expenses incurred by the National Board are as described in this Policy. Upon approval of reimbursement claims, the General Manager shall arrange for the payment via online banking by those authorised to operate the AFL Masters bank account. The General Manager will provide regular Management Accounts to the National Board which separately identifies the accumulated amount of National Board travel expenses incurred throughout each financial year.

During the annual budgeting process, the GM will assess the affordability of the actual costs incurred method compared to the ATO's annual published rates for the reasonable travel and overtime meal allowance expense amounts (currently [TD 2023/3](#)) if an alternative method should be used for determining the National Board's travel expenses.

#### **Review of Policy**

This policy will be reviewed every two years, by the General Manager, or sooner if warranted by internal or external events or changes. Changes to the Policy will be recommended by the General Manager to the National Board.

Revised 25 May 2024