

# Reimbursement Request

Reimbursement requests can be made by any financial member of Arboriculture Australia Ltd attending meetings to conduct official association business organised by Arboriculture Australia Ltd staff and directors.

This excludes the annual conference and tree climbing events.

Financial members who can request for reimbursement are:

- Board of Directors.
- All Chairpersons of Standing Committees.
- Advisors.
- Members.

Evidence of expenditure and pre-approval must be provided with the Reimbursement Request Form – Appendix 1 (see below).

It is important to please keep in mind that all reimbursements are paid for by the members of Arboriculture Australia Ltd.

We advise that all flights, accommodation, food and any incidentals to be booked/purchased by/through us for the best costing.

We cannot guarantee a full reimbursement for items not booked/purchased through us.

Maximum rates of reimbursement outlined below:

| Item   | Maximum Rate of Reimbursement  |
|--|--|
| Taxi/Uber between airport and event location   | Up to \$14.00 each way.  |
| Airport parking: vehicles parked at Airports or other terminals or city carparks must only be parked in long-term parking areas. Short term parking will only be reimbursed at the day rate of long-term parking.            | Up to \$14.00 per day.   |
| Car hire: must be pre-approved by the Board of Directors.  | For value of the hire plus petrol. All cars must be refuelled prior to returning.  |
| Private cars: Kilometre rate for use of private vehicles.  | Will be paid at \$0.40 per kilometre only on trips greater than 200kms.  |
| Flights: Only flights are covered. Extras such as Exit Row seating are not covered. Fees and charges for date changes or cancellations are also not covered unless it is caused or requested by Arboriculture Australia Ltd. | The rate quoted online or by Arb Aus approved travel agent >30 days prior to the flying date for domestic flights and for international flights >60 days prior to the flying date. |
| Accommodation: up to 3.5-star rating.  | The night rate of the Arboriculture Australia selected hotel/motel for accommodation.  |
| Meals– Breakfast: including refreshments. Purchase of any alcohol will not be reimbursed.  | Up to \$12.50.   |
| Meals– Lunch: Purchase of any alcohol will not be reimbursed.  | Reimbursement not available. Lunch is normally already supplied/organised for the event.   |
| Meals – Dinner including refreshment. Purchase of any alcohol will not be reimbursed.  | Up to \$30.00.   |

## Appendix 1: Reimbursement Request Form

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Position/Role: \_\_\_\_\_ Activity attended: \_\_\_\_\_

Bank Details for reimbursement:

Account Name: \_\_\_\_\_

BSB: \_\_\_\_\_ Account Number: \_\_\_\_\_

| Item              | Maximum Rate of Reimbursement  | Amount Claimed |
|-------------------|--|----------------|
| Taxi/Uber .       | Up to \$14.00 each way   |                |
| Airport parking   | Up to \$14.00 per day  |                |
| Car hire.         | For value of the hire plus petrol. All cars must be refuelled prior to returning.  |                |
| Private cars.     | Will be paid at \$0.40 per kilometre only on trips greater than 200kms.  |                |
| Flights.          | The rate quoted online or by Arb Aus approved travel agent >30 days prior to the flying date for domestic flights and for international flights >60 days prior to the flying date. |                |
| Accommodation.    | The night rate of the Arboriculture Australia selected hotel/motel for accommodation.  |                |
| Meals– Breakfast. | Up to \$12.50  |                |
| Meals – Dinner.   | Up to \$30.00  |                |
|                   | <b>Total Claimed:</b>  |                |

**Evidence of expenditure and pre-approval must be provided with this Reimbursement Request Form**

Office Processing

Received Date: \_\_\_\_\_ Checked by: \_\_\_\_\_

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Entered into MYOB date: \_\_\_\_\_ Bank Transaction completed date: \_\_\_\_\_

This document is under version control.

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|--------------------|-------------|----------------------|-------------|
| <b>Version</b>     | 1.1         | <b>Created Date</b>  | 22 Oct 2019 |
| <b>Created By</b>  | April Hobbs | <b>Modified Date</b> | 22 Oct 2019 |
| <b>Modified By</b> | April Hobbs | <b>Status</b>        | In Progress |
| <b>Tag</b>         |             | <b>Approved By</b>   |             |