

ADMINISTRATION OFFICE POLICY ON REIMBURSEMENT REQUESTS

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

IMPORTANT

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 ^a	Up to \$14.00 per day
Car hire (subject to pre-approval ^a)	For value of the hire plus petrol. All cars must be refuelled prior to returning
Kilometre rate for use of private vehicles	Will be paid at \$0.40 per kilometre only on trips greater than 200kms
Flights ^b	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 ^c – Breakfast including refreshments	Up to \$12.50
Meals ^c – Lunch	Reimbursement not available. Lunch is normally already supplied/organised for the event
Meals ^c – Dinner including refreshment	Up to \$30.00

^a Car hire must be pre-approved by the Board of Directors. Vehicles parked at Airports or other terminals or city car parks must only be parked in long-term parking areas. Short term parking will only be reimbursed at the day rate of long term parking.

^b 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.

^c Purchase of any alcohol will not be reimbursed.

Last modified: 22/3/18 (CH)