

# Artists Society of Canberra Inc

## REIMBURSEMENT OF ASOC MEMBERS' TRAVEL COSTS

Policy number	004	Version	001
Drafted by	Stephen Clively	Approved by MC on	26 April 2020
Responsible person	The Treasurer	Scheduled review date	March 2022

### **TERMS OF REFERENCE**

Members of the Artists Society of Canberra (ASOC) should be reimbursed for additional expenses they incur on behalf of ASOC. This document outlines ASOC's policy for reimbursing travel expenses in conjunction with the policy for reimbursing non-travel costs and the ASOC Financial Controls policy.

### **POLICY FOR REIMBURSING TRAVEL COSTS**

Members of the Artists Society of Canberra (ASOC) have the right to be reimbursed for travel expenses they incur in the fulfilment of their duties for ASOC beyond attendance at regularly scheduled Management Committee (MC), sub-committee and members meetings.

Reimbursement should normally occur in a framework of approved expenditure by the member involved, either through previous approval from the MC, Financial Sub-Committee or authorised within the context of an event budget.

Wherever possible a member seeking reimbursement for travel costs should either present receipts for their direct travel expenses or provide a travel log of the distances and dates travelled and the purpose of the travel (see **travel log form attached**). Where this is not possible a declaration, explanation or diary entry of their expenses would be required.

### **DEFINITION**

Members working for major events such as the Summer Art Experience and the Spring Exhibition have the right to expect reimbursement for travel expenses they incur for these activities.

Reimbursement is not a payment for the actual work carried out by a member for ASOC. It is not a form of honorarium, nor a gift. For reimbursing travel costs the payment is for fuel and other direct costs associated with the travel. It is not a payment for fixed costs (such as registration and insurance) and depreciation and servicing costs which would be incurred whether or not the vehicle was used for ASOC business.

### **PROCEDURES FOR OBTAINING REIMBURSEMENT**

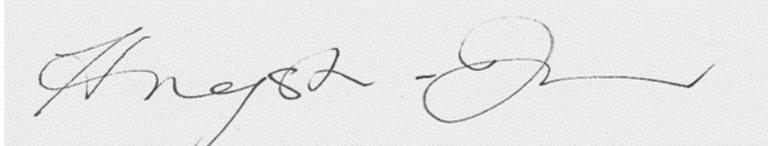
A member should normally have prior approval for direct travel for which they themselves pay. This approval may be in the form of a direct statement from the MC, FSC, event sub-committee within the context of an approved budget for the event, or another member who has the right to give such approval (e.g. the President, the Treasurer, or coordinator of a sub-committee).

If an expenditure has not been authorised in one of these ways, the member would need to explain the circumstances in which they incurred expenses.

Either receipts for the member's direct travel expenses or a record of distances and dates travelled and the purpose of the travel should be kept and presented to the Treasurer.

A rate of 20 cents per kilometre to cover petrol and other direct running cost expenses will be paid.  
This rate will be varied by the MC or FSC when it is considered necessary.

## **AUTHORISATION**

A handwritten signature in black ink on a light grey background. The signature is cursive and appears to read 'Vickie Hingston-Jones'.

Vickie Hingston-Jones

Artists Society of Canberra Inc

Approved by the ASOC Management Committee 26 April 2020



ASOC  
VEHICLE TRAVEL LOG

Use this form to record details of travel done on behalf of ASOC when you have used your private motor vehicle. You can use this information to claim reimbursement of fuel costs (Claim for Reimbursement form). See the ASOC REIMBURSEMENT OF ASOC MEMBERS' TRAVEL COSTS policy for more information.

Name:	
Position in ASOC (eg volunteer):	
Vehicle Registration:	

Date	Purpose of Journey	Odometer Start	Odometer Finish	Total km
Driver's Signature:			Claim Total:	

**Note:** ASOC will reimburse direct costs for travel undertaken on behalf of ASOC that has been authorised by the Management Committee, the ASOC Financial Sub-Committee or authorised within the context of an event budget.