



To preserve heritage, protect integrity and advance Highland Cattle in Australia through herd registration, education, promotion and fellowship

AHCS TRAVEL AND EXPENSE REIMBURSEMENT POLICY

PURPOSE

It is recognised that AHCS members give freely of their time and should not be adversely disadvantaged financially within their roles.

The AHCS Constitution states the Association to pay a member:

- a) reimbursement for expenses properly incurred by the member; or
- b) for goods or services provided by the member if this is done in good faith on terms no more favourable than if the member was not a member.

This policy sets out the guidelines for reimbursement of travel expenses incurred by Councillors who are volunteers and carry out the business of the AHCS.

This policy also sets out the guidelines for reimbursement of promotional expenses incurred by individual AHCS members while promoting the highland cattle breed and the Australian Highland Cattle Society Inc, throughout Australia.

TRAVEL POLICY


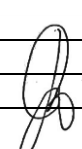
The Council members live across Australia and hold regular Council meetings via teleconference and in order to ensure the effective management and growth of the AHCS the Council meet face to face twice a year and as such travel costs are to be met by the AHCS membership funds.

- All Council members are to attend the annual AGM wherever the location and the travel costs, such as airfares, private car fuel costs are to be covered up to \$1000 per individual Councillor.
- All Council members are recommended to attend the strategy and planning workshop in a location as designated by Council and travel costs such as airfares, private car fuel costs are to be covered up to \$1000 per individual.
- Tax invoices must be provided for reimbursement
- Travel cost does not include –
 - Accommodation
 - Taxi fares from the airport to the venue and vice a versa
 - Meals
 - Incidentals

PROMOTIONAL EXPENSE POLICY

Prior Council approval needs to be sought before any purchase is made for promotional material.

An individual AHCS member or Council member may apply for reimbursement of expenditure related to the purchase or fabrication of AHCS promotional material that is intended for active use by that member

AHCS Travel and Expense Reimbursement Policy		Approval Date:	14 May 2020
		Review Date:	
		Version No:	1
President:	Sign: 	Name: Scott Carter	
Secretary:	Sign: 	Name: Jeanette Rawlings	



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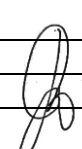
or other approved AHCS members or affiliated groups in the pursuit of promoting the Highland cattle breed and the Australian Highland Cattle Society Inc.

In order for a member to make a claim for reimbursement the following is required:

- Prior approval for purchase needs to be sought from the Council before submitting a claim
- Members need to submit an expense claim form with tax invoices or receipts for reimbursement
- Reimbursement Claims should be submitted as soon as possible after purchase preferably within 28 days
- Reimbursement of expenses will be made by electronic funds transfer.

Claims will only be accepted for expenditure that could not otherwise be reasonably met by access to promotional material already available through any AHCS State representative or AHCS-affiliated Regional Breeders Group.

The AHCS Council reserves the right to request extra information if and as required to enable it to make a decision on approval of any expenditure reimbursement claim submitted.

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