



Regulation 8 – Travel & Reimbursement

Amendment history

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| Created | Council | 15/6/2017 |
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General expenditure and reimbursement

1. Representatives and volunteers are entitled to be fully reimbursed for any authorised expenditure made where:
 - a) Such expenditure has been budgeted for; and
 - b) Such expenditure has been authorised.
2. Expenditure can only be authorised by the SSU Council or other bodies and individuals according to Regulation 5 – Financial Delegation.
3. Expenditure to be reimbursed must appear in the budget for the authorising body.
4. Reimbursement of expenditure can only occur where the relevant supporting documentation is provided.
5. Relevant supporting documentation includes, but is not limited to: invoices, receipts, tickets, vehicle logs, signed and witnessed Statutory Declarations.
6. Reimbursement for authorised expenses will be made within 30 days of the supporting documentation being presented to the Office & Finance Manager where all the conditions above have been met. Any claim for reimbursement must be made within three months from the date of the expenditure.
7. A representative or volunteer may only claim a reimbursement up to the amount of actual expenses incurred as evidenced by the documentation.





Claimable expenses

8. An authorised event, for the purposes of reimbursement of expenses, will include any event an SSU representative or staff member is required to attend as a nominated attendee, delegate, committee member or representative of the SSU. For the avoidance of doubt, the following will automatically be authorised events:
 - a) NUS President's Summit
 - b) NUS Education Conference
 - c) NUS National Conference
 - d) Universities Australia Conference
 - e) TAG Campuslink
 - f) Queer Collaborations
 - g) NOWSA Conference
 - h) CAPA Annual Council Meeting and Special Council Meetings
 - i) CISA National Conference
 - j) Fossil Free Convergence
 - k) Students Of Sustainability (SOS)
9. Where a student or staff member attends any one of these events as an observer, rather than a nominated attendee, delegate or representative of the SSU, there is no entitlement for reimbursement of expenses.
10. Attendees are not entitled to claim accommodation expenses for meetings that take place within the State of Victoria unless the attendee must travel more than 100kms from their usual home address to attend an authorised event.
11. The reimbursement available for attendees for authorised events within the State of Victoria will be limited to the amount specified in the Reimbursement Schedule per person except where a higher amount of authorised expenditure has been provided for in the budget of the relevant SSU body.
12. For an authorised event:
 - a) Only those required to be in attendance will qualify for reimbursement.
 - b) Only the cost of travel to and from the venue of the meeting will be eligible for reimbursement and this may include; airfares, public transport, taxis, ride-sharing or the use of a private vehicle (which will be reimbursed based the maximum standard rate per kilometre as defined in the SSU Collective Agreement).
 - c) SSU members attending authorised events outside the State of Victoria are entitled to reimbursement for accommodation up to the amount specified in the Reimbursement Schedule. Only the night before the meeting or the night following the meeting will be claimable unless determined otherwise by the Executive Officer.
 - d) Food to the value of the amount specified in the Reimbursement Schedule per person per day.





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13. Where members agree to allow SSU staff to organise the travel and accommodation to an interstate authorised event, the following expenses will be eligible for full reimbursement:

- a) Transfers (travel to and from airports, stations, meeting venues and other related facilities)
- b) Long distance travel by air, road or rail.
- c) Accommodation for the period of the event.
- d) Food to the value of the amount specified in the Reimbursement Schedule per person per day.
- e) The Reimbursement Schedule below may be altered from time to time as is considered appropriate by the Council.

Reimbursement Schedule

Clause 4: \$50 per person. (maximum amount reimbursable for events within Victoria)

Clause 5 (b): up to \$300 per person for airfares per event for interstate events, or higher if authorised by the Executive Officer

Clause 5 (c): \$60 per room per night. (overnight accommodation reimbursement)

Clause 5 (d): \$40 per person per day. (daily food allowance)

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