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WMAA MEETING EXPENSE REIMBURSEMENT POLICY

- Members seeking reimbursement for expenses incurred while representing the WMAA at a particular stakeholder meeting or activity must obtain approval to attend and sign-off on approximated expenses from the relevant Branch/ Division/Working Group Executive Committee or the CEO prior to the expense being incurred.
- Expenses must be submitted (with receipts) to WMAA National Office within one month of the expenditure. National Office will reimburse expenses within 14 days of receipt of claim.

Expenses the WMAA will reimburse:

1. The lesser of:
 - a. Economy airfare to a meeting where the Member has no other business in that city and cannot reasonably justify their employer/business paying the travel cost. It is expected that the Member will endeavour to select the cheapest available airfare; or
 - b. Mileage reimbursements of 50% of the current ATO rate for the use of privately registered vehicles; or
 - c. Reimbursement of Hire Car charges
2. Taxis/public transport to/from the airport or meeting venue and parking, with receipts.
3. Standard accommodation where return travel in one day is not possible or practical.

WMAA does not reimburse:

1. Members who request upgraded accommodation will be required to pay the difference. Mini bar charges, phone calls etc will be at the Members' own expense.
2. Hours of work time lost.

WMAA STRATEGIC ADVISORY COUNCIL

In addition to the above expenses, WMAA Strategic Advisory Council (SAC) members are entitled to:

1. A SAC networking dinner is usually organised by the National Office for the night prior to SAC Meetings. This dinner is paid for by the Association. The host State Executive Committee is also invited to attend this dinner as are any SAC Member's partners who are travelling with the Member (pre-notification required).
2. WMAA will not reimburse Committee Members who chose to make alternate dining arrangements on the evening of the committee dinner.
3. Standard accommodation with breakfast for the night prior to the SAC Meeting. Accommodation for a second night only if the Member is unable to obtain a flight home after the meeting.