



Branch Management Committee Expense Reimbursements

It is Branch policy that a financial contribution for travel expenses and reimbursement of costs reasonably incurred by members of the Branch Management Committee (BMC) or as a Branch Delegate to the National board be reimbursed.

Attendance at Branch Management Committee meetings

When travelling out of their home region to attend a BMC meeting members of the Management Committee are entitled to receive a contribution toward their travel expenses.

The payment is automatically made when the member attends a duly convened meeting held outside the member's geographic region as set out in Definitions below. There are two applicable rates of payment:

- Adjacent geographic region - \$70; and
- Non-adjacent geographic region - \$90

A club delegate attending a BMC meeting is not eligible for this payment. It is the delegate's club's responsibility to arrange representation and payment of reimbursable expenses at the level set by their club.

Definitions

- Adjacent geographic regions are North and South, and North and North-West.
- Non-adjacent geographic regions are North-West and South

MSA Board Meeting Attendance by Branch Delegate

When a Branch Delegate travels interstate or out of their home area to attend a National Board meeting, they are entitled to an allowance to assist with expenses not covered by MSA. The applicable rate of payment is:

- Branch Delegate attending National Board meeting in their capacity as a delegate - \$150

Reimbursement of general expenses.

Reasonable expenses incurred by members of the BMC are reimbursable on the provision of evidence and details of the expenditure submitted with a signed reimbursement claim.

The expenses will be in the categories set out in the Branch's annual budget. The Treasurer may approve the reimbursement automatically where the total expenditure for the approved budget item is within a tolerance of 10% of the approved annual budget.

All payments detailed above are made under the Meeting Expenses category which is budgeted for and approved by the Branch Management Committee at its first meeting of each year.

This Branch policy was approved at the Branch Management Committee meeting dated as above.

Megan Stronach
President

Ray Brien
Treasurer

End of Policy

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