TRAVEL AND ACCOMMODATION POLICY

POLICY	
Last amended	
Board Endorsement	28 May 2021
Proposed Review Date	28 May 2023
Related Documents	ARMS Bylaws, ARMS Constitution

DEFINITIONS

Members of the ARMS Board are individuals who serve on the Board of Directors of ARMS. These positions include the President/President Elect, Treasurer, Secretary and Committee members (5 positions).

Society means the Australasian Research Management Society Inc.

ARMS Executive Office Staff are paid employees of the Society that support the activities of the Society.

ARMS Training Fellows are members of the Society who have been authorised by ARMS to deliver ARMS Accreditation Program workshops.

ARMS Accreditation Council is the independent body appointed by ARMS responsible for assessing the quality standards of the ARMS Accreditation Program and other Education and Professional Development offerings.

PURPOSE OF POLICY

The purpose of this Policy is to establish a minimum set of principles, requirements and expectations for reimbursement of travel and accommodation expenses for ARMS approved activities.

PRINCIPLES

ARMS will reimburse members of the Board (including the ARMS Executive Office), Accreditation Council, Standing Committees and ARMS Training Fellows for any reasonable travel and accommodation expenses incurred in undertaking activities on behalf of the Society (refer to section on Accommodation and Meals below)

Travel and accommodation expenditure includes:
- Accommodation and meals
- Air flights and airport parking fees
- Taxi fares, other Fares
- Own vehicle mileage expenses

Reimbursement will be provided where the appropriate receipts and tax invoices have been supplied as outlined in this policy.

ACCOMODATION AND MEALS

The Australian Taxation Office (ATO's) guidelines on reasonable travel and meal allowances will be used as a guide for reimbursement of all approved accommodation and meal expenses. The amounts prescribed in this policy will be updated as required in accordance with the ATO's annual determination.

There will be instances where travel and accommodation expenditure may exceed the prescribed amounts detailed in schedule 1. In such instances, pre-approval from the ARMS Executive Office will be required.

Where international accommodation is required, the Executive Office will review the accommodation that is available for that location and will determine the rate deemed as reasonable or source other cost-effective alternatives.

AIRFLIGHTS AND AIRPORT PARKING FEES

Reimbursement for domestic air fares will be covered by ARMS at a standard economy rate in accordance with the ARMS Bylaws.

An upper limit of $3,000 AUD is approved for international economy travel in accordance with ByLaw 2.2.3.

ARMS will reimburse airport parking costs where an individual garages their car at the Airport while travelling instead of incurring taxi fares to and from airport, whichever is the lower amount.

TAXI FARES AND OTHER TRAVEL COSTS

Taxi fares to and from the airport will be reimbursed, as well as any fares (e.g. taxi, bus, train etc.) incurred in going to and from the location that the meeting, training session or other location associated with the purpose of the travel. Members are encouraged to share taxis whenever possible to minimize costs.

OWN VEHICLE EXPENSES

Where an individual uses their own vehicle, ARMS will reimburse car expenses at a rate of $0.68 per kilometre travelled to and from the location of the meeting, training session or other location associated with the purpose of the travel.

CLAIMING REIMBURSEMENT

To claim a reimbursement for the expenditure incurred a **Reimbursement Form** must be completed with a copy of the **Tax Invoice(s)** for the associated claim and forwarded to the ARMS Management Accountant:

Australasian Research Management Society Inc.
C/O: Flinders University
GPO Box 2100
Adelaide, SA 5001

Alternatively, the claim can be emailed through for processing to the Executive Office
arms.adminofficer@flinders.edu.au