



Procedure No. 06

FNAAFV Board Travel Procedure

Application

This procedure applies to all Directors of the Board of First Nations Advocates Against Family Violence (“FNAAFV”).

Definitions

“Incidentals”	Examples of incidentals include telephone or internet access, newspapers or magazines, car parking, beverages (e.g., coffee), light snacks and/or bus, tram or train tickets. This is not an exhaustive list. Please contact the Relevant Approver more information.
“Relevant Approver”	Chair: May approve all travel arrangements, including travel for themselves that meets operational requirements.
“Board Director”	means an elected member or duly appointed independent member of the board of FNAAFV.

Procedures for Travel

FNAAFV Board of Director members will sometimes travel as a Director of the Board in that capacity this procedure outlines the method for confirming the entitlements to cover travel, and the method by which FNAAFV will cover the associated costs.

Approvals

All board of Director travel is to be:

- Understood as approved when travel is booked to attend any FNAAFV Board event, as all events are scheduled and discussed well ahead of travel purchase.
- Coordinated with the Executive Assistant of FNAAFV via the FNAAFV travel provider: FCM
 - The EA will provide prospective flights to all Board Directors
 - Board Directors are to select their preferred flights via response to the EA
 - Flights will always be booked on a Flex Fair
- be minuted in a board meeting: The note to contain reasons as to why a particular trip is considered FNAAFV business, and not the business of any Board Director’s own service. (That is, each Board Director must quantify that they are travelling as a FNAAFV Board Director, not the CEO of the FVPLS legal service they run).

What FNAAFV will cover

FNAAFV will pay for the costs related to travel, which includes flights, accommodation, and travel allowance.

FNAAFV expects that all Directors of the Board will do their best to travel economically, including purchasing only economy fare tickets and reasonably priced accommodation.

The minimum standard of accommodation for Directors is a well-maintained, air-conditioned single motel style room with radio and/or television and ensuite bath/shower and toilet facilities with



access to a refrigerator for the storage of the Director's food and beverages.

Flight and room upgrades (e.g., as a result of a rewards membership) will be at the expense of the individual.

Travel allowance is expected to adhere to ATO requirements. This includes accounting for the location of travel, times of travel (i.e., one cannot claim a breakfast cost if travel did not begin after 7am), and any meals included with the travel (e.g., lunch provided at a conference means the Director cannot claim a lunch allowance for days of the conference).

Travel Allowance

Travel allowance can either be invoiced, or expenses can be submitted for Reimbursement via the FNAAFV Accounts team.

Reimbursement Process

A Board Director can send through reimbursements in an email (to: Accounts@fnaafv.org.au) with the following format:

- "Reimbursement Request" in the subject
- In the email body:
 - the list of expense with brief descriptions
 - their bank details and contact details (for bank confirmation for the 1st payment)
 - Images of the receipts attached
- A member of our team will give them a call when the first request is submitted to confirm their bank details.

Invoicing Process

When travel is completed, and the Director chooses to invoice FNAAFV, the Director must send an itemised invoice (as per ATO guidelines, e.g., each line item—accommodation, flight, mileage travel allowance, etc.—is to be separated out), addressed to FNAAFV, with an itemised breakdown of travel costs, as well as any supporting documentation, such as flight and hotel tax invoices. Invoices are to be sent to the EA of FNAAFV for processing.

Disciplinary Action

Disciplinary action will be taken by FNAAFV against any Board Director found to have breached this policy. Action taken will be appropriate to the breach and may result in the termination of the Director's service.