

# Capricorn Citizen Advocacy

## MANAGEMENT COMMITTEE EXPENSES POLICY

<b>Policy number:</b>	<b>1.1.4</b>	<b>Approved by Management Committee:</b>	27 <sup>th</sup> March 2024
<b>Version:</b>	<b>4.0</b>	<b>Signed off by Executive:</b>	27 <sup>th</sup> March 2024
<b>Responsible person:</b>	<b>Treasurer</b>	<b>Scheduled Review Date:</b>	27 <sup>th</sup> March 2027

### Purpose

This policy explains how members of the Management Committee for Capricorn Citizen Advocacy will have relevant expenses reimbursed.

### Policy

#### Support of Management Committee Members

Capricorn Citizen Advocacy believes that it should support the efforts of Management Committee members who give of their time to undertake further training in Citizen Advocacy and related matters.

However, such support will be limited to those expenses which are affordable to the organisation at the time, and those expenses which represent direct participation costs.

This position is in contrast to the organisation's obligation to employees under the [Social, Community, Home Care & Disability Services Industry Award 2010](#) which deals with employees' entitlements in respect of professional development and training.

#### Expenses for Attending Conferences, Seminars, Meetings and Workshops

Where the Management Committee has approved the attendance of a Management Committee member at a relevant conference, seminar, meeting, workshop or similar type event, then where possible, Capricorn Citizen Advocacy will cover registration fees, accommodation costs, meals as appropriate and travel costs.

Other expenses such as souvenirs, resources etc. will remain the responsibility of the individual Management Committee member - unless specifically authorised by a meeting of the Management Committee.

Any other expenses approved by the Management Committee for reimbursement shall be paid preferably by direct credit into the member's nominated bank account upon presentation of the original invoice/receipt.

**Partial Payment of Expenses**

From time to time, the Management Committee may approve partial payment of accepted expense types e.g. payment of half airfare, or half accommodation, in those situations where the Management Committee member who is attending the event, agrees to pay the balance of the expenses.

Payment of approved expenses may occur ahead of the event e.g. payment of registration fees could be sent at the same time as the registration form.

Alternatively, approved expenses can also be reimbursed to the Management Committee member after the event if they provide original tax invoices to the Administration Officer or the Treasurer.

**Related Documents**

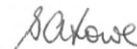
Not Applicable

**References**

Not Applicable

**Ratification**

**This policy was adopted by Capricorn Citizen Advocacy's Management Committee at its meeting held on 27 / 03 / 2024.**



**SIGNED:** .....  
**President**

**SIGNED:** .....  
**Secretary**

**27 / 03 / 2024**  
**(Date)**

**27 / 03 / 2024**  
**(Date)**