

**OUT-OF-POCKET EXPENSES GUIDELINES**

Health Consumers' Council (HCC) recognises that staff and members may incur out-of-pocket expenses when undertaking the Council's business.

HCC may/will assist staff and Members with such expenses subject to the following guidelines:

**1. All claims for out-of-pocket expenses:**

- Are subject to budgetary constraints
- Must be approved by the Executive Director (ED), Acting ED, Chairman or Board in advance of costs being incurred
- Be supported by receipts for expenditure claimed
- Be lodged within 30 days of being incurred,

**2. Advance payment of Travel Allowance :**

- Will be \$65 per day
- Must be acquitted by receipts for expenditure incurred within 30 days of incurring the expense
- Unspent funds must be returned to HCC within 5 working days of return
- Cabcharge vouchers may be provided in lieu of cash and any unused vouchers must be returned to HCC within 5 working days.

**3. Accommodation**

- Accommodation, interstate or outside the Perth metropolitan area, should be a reasonable standard and price, within walking distance of the conference/seminar/workshop venue and arranged by HCC

**4. Where A Representative is Requested to Attend Conferences/Seminars/Workshops by Another Organisation.**

- The organisation requesting the Health Consumers' Council member should pay for transport, accommodation and conference/seminar fees
- HCC is generally unable to pay airfares for interstate travel
- The Council may pay the most economical transport costs for intrastate travel (eg air travel to a remote area or motor vehicle allowance according to ATO guidelines)

## **Health Consumers' Council (WA) Inc**

### **5. Where a Representative Attends a Conference on Behalf of the Council**

- HCC will pay the most economical transport, accommodation costs and seminar fees

### **6. A Request by a Member to Attend a Conference/Seminar/Meeting on Behalf of the Council**

- The Executive Director has an amount of approximately \$2,000 each financial year to assist members to participate in WA or interstate conferences
- Consumers make application in writing/email
- Consumers are only eligible once a year for assistance
- A report for *Health Matters* is a requirement for obtaining financial assistance
- Financial assistance will be determined by the ED on a case-by-case basis provided the event addresses a health related issue and prior approval to attend has been obtained
- The amount paid will be up to 50% of the conference/seminar fee/airfare
- Members are not eligible for financial assistance to attend workshops/ordinary meetings of the Council (eg HIG)

**Reviewed: April 2010**