

Overseas Travel Allowance Policy

Policy number:	11	Version:	2 (last reviewed on 31 May 2021)
Drafted by:	Finance, Audit & Risk Committee	Approved by Board on:	10/09/20
Responsible person:	Board of Directors	Scheduled review date	31 May 2023

Overseas Travel Allowance Policy (2021)

1. Introduction

Educating the Future (ETF) Australia Limited relies on the support of volunteers and the Board to support the vision of improving community capacity building in Timor-Leste. Members of ETF regularly travel, often at their own expense. As a result, this may hinder the sustainability of the organisation.

2. Scope of policy

This Policy applies to all members of Educating The Future. This Overseas Travel Policy covers any volunteer or stakeholder deemed relevant by the Board of Directors.

Directors are entitled to \$50 Australian dollars per day during their travel to Timor to cover basic living expenses including food, water, shelter and transport. This daily stipend will allow Directors to conduct activities to the best of their ability in line with the aforementioned vision. A total of \$50 is capped to a maximum of 1 month.

An additional amount may be approved by the Board of Directors to volunteers or stakeholders for airfare and accommodation at a rate commensurate with the expected work outputs. This will be considered and approved by the Board of Directors on a case by case basis.

Procedures

3. Application Process

Directors must apply in writing via email to all Board of Directors at least 21 days in advance of final travel. Travel must be first approved by the Board. Applicants must state:

- a) That they are seeking an allowance in accordance with the Overseas Travel Policy;
- b) The length of travel, including confirmation of insurance, flight bookings, accommodation and medical checks;
- c) The amount of funds requested and a payment method detailed; and
- d) Evidence that the travel to Timor is in direct support of ETF's vision and mission, where all activities will uphold the values of the organisation in pursuit of its strategic plan.

Funds will be transferred via Australian bank accounts only for the full amount at least 3 business days prior to travel. The individual in receipt of funds must lodge an expense form.

4. Policy Amendments

4.1. This policy and any amendments enter into effect immediately.

4.2. This policy shall be disseminated through an appropriate directive to all internal ETF stakeholders and necessary persons.

4.3. This policy will be reviewed every two years.

Mr. Adam Alexander Hegedus
Managing Director
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