

Prior Approval for Reimbursement of Travel and Related Expenses Policy

This document contains guidelines of a process for prior approval of reimbursement of travel expenses related to participating in activities including; promoting any aspect of the Lions Eye Health Program - Australia, visiting Lions Clubs, Districts, Zones or other groups, attending conventions and meetings, conducting vision screening training, observing at vision screenings and representing LEHP at any other activity deemed to be in the best interests of the program.

1. A reasonable estimate of expenses that will require reimbursement shall be forwarded to the LEHP Treasurer. For ground travel this should be at least one week prior to the proposed activity and for travel including a component involving air travel, at least two weeks prior.
2. Only expenses related to travel bookings, insurance, public accommodation and fuel costs will be considered suitable for reimbursement. No reimbursement will be considered for alcoholic drinks.
3. Amounts related to personal travel and accommodation that fall outside of a reasonable time frame in which to conduct the activity, will not be reimbursed.
4. A determination for reimbursement of travel expenses will be made by the Treasurer in consultation with one other duly appointed member of the LEHP Management Committee.
5. Approval for reimbursement of expenses will be provided to the LEHP representative before bookings can be confirmed and expenses incurred, except where special approval has been provided by the LEHP Treasurer in the case of an emergency situation, short notice to travel, a change in plans or dates, illness or the like.
6. Any requirements related to Covid-19 travel restrictions and registration need to be arranged by the LEHP representative before embarking on any travel.
7. Reimbursement of actual expenses incurred, as a result of activity being undertaken, will be provided on presentation of appropriately dated receipts and documentation.
8. Travel by private vehicle will be calculated using the Lions Multiple District rate or on actual fuel costs, as documented on fuel receipts, whichever is applicable.
9. Costs that fall outside of the approved expenditure amounts, due to a change in circumstances, will be considered for reimbursement if accompanied by a report outlining the reason for the additional costs.

Special Notes related to the Vision Screening Program:

1. Any training session must be arranged under the auspice of a LEHP Participating Lions Club.
2. A minimum number of 6 participants, who have all completed any pre-requisite training, must confirm their intention to attend the training session.
3. A Qualified Vision Screening Instructor, who is available to conduct training, should be appointed in consultation with the LEHP Training Chair.
4. Training should be conducted and completed in a manner that should not require a return visit, where further expenses requiring reimbursement by LEHP would be incurred.
5. Any other conditions that fall outside of the requirements in this policy, such as special conditions related to visitation to isolated or widely separated communities, must be negotiated well in advance of a proposed training session being conducted.

Note:

Instructors who wish to cover part of their costs or arrange some private accommodation and transport are welcome to do so. Instructors should arrange their own travel insurance in case of personal sickness or accident prior to departure.