



Australian Student Christian Movement

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ACN: 004 077 481

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Travel Reimbursement Policy

Meetings (two per year: JGC and Executive)

- ▶ The national movement of the ASCM will pay the full cost of the cheapest travel option for voting members of the JGC/Executive, booked at least one month before the meeting. If the cheapest travel option would take more than 12 hours, the cost of the cheapest available flight will be reimbursed. Voting members are responsible for booking their own travel. The voting members are:
 - Branch Representatives (JGC only)
 - WSCF Liaison (JGC only)
 - Area Council Representatives
 - National Coordinator
 - National Treasurer
 - Minutes Secretary
- ▶ The National Coordinator may also choose to reimburse additional task bearers if they are specifically required at a meeting.
- ▶ Staff Workers may have half of their travel costs reimbursed by the national movement.
- ▶ The hosting Area Council should provide accommodation for the voting members. Costs may be reimbursed by the national movement.
- ▶ Additional expenses are to be covered by the voting members.

WSCF Conferences

- ▶ ASCM pays 30% of airfare to conference, the remainder is paid by the WSCF Asia-Pacific Region.
- ▶ Registration fee is paid by ASCM.
- ▶ Delegate should book well in advance, and choose the cheapest flight.
- ▶ Travel insurance and additional expenses are to be covered by the delegate.
- ▶ The delegate is encouraged to approach their Area Council, and undertake fund-raising to meet additional expenses.

WSCF Delegate

- ▶ Three WSCF delegates may visit two branches, in addition to their own branch.
- ▶ Delegate should book well in advance, and choose the cheapest flights.
- ▶ ASCM will pay the full cost of the cheapest available flights.
- ▶ The branches should be visited consecutively, in a way that minimises costs.
- ▶ Branches are expected to provide accommodation for the delegate.
- ▶ Additional expenses are to be covered by the delegate.