

Event Attendance Policy

The purpose of this policy is to provide clear guidelines on the level and nature of financial support AARE will normally provide to members of the AARE Executive Committee and to other AARE members who represent AARE at a non-AARE event.

The support described below will be provided where the following conditions are met:

- the member's attendance has been endorsed by the Executive
- the event is directly relevant to AARE's purpose and activities
- the member is unable to obtain financial support (other than salary) from their employer to attend the event

The following support will be provided:

- funding of any registration fees required
- reimbursement of other reasonable out-of-pocket expenses incurred in attending the event, including travel costs, overnight accommodation, and meals (where not provided at the event)

It is expected that members claiming the above types of expenses will endeavour to keep such costs to a minimum. Such costs will be reimbursed at rates comparable to current public service rates.

Expenses such as the following will not be reimbursed

- alcoholic beverages
- any fines incurred (eg parking, speeding)

Members endorsed by AARE to represent it at non-AARE events are expected to provide a written report to the Executive (via the Secretary) as soon as practicable after the event.

Policy version 1.0

Updated: This policy was endorsed by the AARE Executive at its meeting on 27 - 28 November 2010.