

General Practice Queensland Policy on Travel & Reimbursements - GPQ Board Members (B004)

This policy outlines General Practice Queensland's position on reimbursements to General Practice Queensland Board members

All claims for reimbursements must be consistent with this policy and will be paid only when the expenses have been pre-approved by General Practice Queensland. Where attendance at meetings or other activities is funded through existing budgets and clearly stipulated, pre approval is considered to have been granted.

1. Travel Expenses

- 1.1 Reimbursement is available to cover air fares, mileage, parking fees and taxi fares for attendance at activities approved by General Practice Queensland
- 1.2 Board Members attending events on behalf of General Practice Queensland will have air travel arranged by General Practice Queensland to ensure competitive fares; if organised by other parties the reimbursement will only be to the level of the cheapest fare available to General Practice Queensland at the time; frequent flyer points will be credited to the individual utilising the airfare if desired
- 1.3 Reimbursement is available to offset mileage undertaken in personal vehicles; travel greater than 10km will be paid at the published ATO rates. Mileage over longer distances will only be reimbursed up to the equivalent value of the cheapest airfare available from that location at the time of travel
- 1.4 Reimbursement of hire care expenses will be fully paid provided expenditure is pre-approved and receipts are provided
- 1.5 Taxi fares are reimbursed at cost for appropriate and reasonable use (to and from airports, meetings and accommodation but not for personal activities)


2. Meal and Accommodation expenses

- 2.1 Overnight accommodation will be reimbursed to a maximum of \$175 per night for rural and provincial areas and \$200 per night in capital cities. No incidentals will be reimbursed i.e. mini bar consumables, in house movies, videos, or any other recreational activities etc.
- 2.2 Evening meal reimbursement is limited to \$50; breakfast to \$25.00 and lunch to \$30.00; any alcohol needs to be included in this value; meal rates are not cumulative.
- 2.3 Meal reimbursements are not available if meals are provided at meetings

3. Lodging Reimbursement Claims

- 3.1 In the first instance, reimbursement claims will be reviewed by the Business Manager; in the event of any uncertainty regarding the claim, it will be referred to the finance and audit subcommittee for consideration
- 3.2 Reimbursement claims must be lodged within three months of the cost being incurred (and within 2 weeks of the end of the financial year.) Claims lodged outside this time may not be met.
- 3.3 All claims must be submitted on the approved form and accompanied by proof of payment for audit purposes – this can include credit card summaries

3.4 In the event of a dispute regarding a reimbursement claim, the matter will be referred to the General Practice Queensland Board whose decision will be final and binding.

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