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Superseded documents	Policy section of Meeting Expense Claim Form
Related documents	Meeting Expense Claim Form http://www.aut.edu.au/documents

1. PURPOSE

To recognise the expenses incurred in attending AUT meetings, and provide clear rules for reimbursement of these expenses.

2. DEFINITIONS

Definitions for any words in **Bold** in this document can be found in the [Policy Glossary](#). The first instance of each defined term has been outlined in bold.

3. SCOPE

These rules apply to all AUT Board and Committee members.

4. RULES

Air Travel

- 4.1 The AUT will support the cost of economy air travel to Sydney. If a member is aware of the schedule of meetings they are to attend, they should try to minimise the costs to the AUT by booking well ahead of travel time and choosing the cheapest possible fare. The AUT issues its calendar of meetings for the following year before year-end, thus, Committee members are expected to book ahead of time, at least two months in advance, except under special circumstances.
- 4.2 The AUT will pay the normal cost of a return ticket. Estimated normal costs of return airfares to and from Sydney are as follows (in AU \$):

Major City	Estimated Cost of Return Airfare (with GST)
Adelaide	\$400 - \$550
Brisbane	\$350 - \$550
Canberra	\$400 - \$500
Melbourne	\$300 - \$450
Perth	\$750 - \$1000

If the actual cost of air travel is higher than the normal cost the AUT may choose not to pay the excess over the normal cost unless prior approval from the AUT is obtained.

For flights booked with Qantas airline, the AUT's ABN should be added to the booking. AUT's ABN is 88 869 962 393.

- 4.3 Should a member not be able to travel on a booking but an alternate can, the AUT will cover the costs of transfer of the ticket. If a member is not able to travel on a booking due to acceptable reasons, the AUT will cover the cost of cancellation of the ticket. The member should provide as much notice as possible in these circumstances. AUT prefers members to book flights that can be rebooked or refunded (via flight credit).

Land Travel

- 4.4 **From a member's base to the airport:** Should a member drive to the airport, the AUT will support the cost of airport parking, any tolls incurred, and motor vehicle expenses (see 4.6). Should a member take public transport to the airport, the AUT will support the cost of this travel.
- 4.5 **From *Sydney airport* to and from the AUT Office (or alternate venue):** For travel from *Sydney airport* to the AUT Office, the AUT will support travel to *Wynyard station* on the *Airport Train (City Rail)*. For travel to *Sydney airport* from the AUT Office after the meeting, the AUT will support travel from *Wynyard station* on the *Airport Train (City Rail)*.
- 4.6 **Taxi or Uber:** Taxi or Uber fares will be reimbursed if the service is shared by at least two attendees or prior approval from the Vice-Chancellor of the AUT has been given. It will also be reimbursed when public transportation is limited especially when travel to and from airport is early in the morning (before 7 am) or late at night (after 9 pm).
- 4.7 **Sydney-based members travel to the AUT Office (or alternate venue):** The cost of public transport (bus, train) will be reimbursed by the AUT.

Motor Vehicle Expenses

- 4.8 Reimbursement of motor vehicle expenses will be based on the government's cents per kilometre method for calculating car expenses and is updated by the ATO every financial year. The AUT will use the current and updated ATO rate at the time the car expense is incurred.

Meals

- 4.9 Should a member attend the AUT office for meeting(s) and be obliged to stay through a meal period (and a meal is not provided by the AUT), the AUT will support the cost of a meal (the cost of a continental breakfast, \$20 for lunch, \$35 for dinner – receipts needed in all cases). Should a member have special dietary requirements, they should advise the AUT Office at least two (2) weeks prior to their first meeting.

Accommodation

- 4.10 Should a member's air travel be from a distant airport (over 1500 km from Sydney) or an airport with infrequent services, the AUT is likely to support the cost of overnight accommodation in Sydney and meals as per clause 4.7.

Accommodation will also be made available to any person attending an AUT meeting who needs to board a local flight before 7 am for same-day travel and prefers to fly to the city of the AUT meeting the day before the event.

In such cases the AUT is willing to reimburse accommodation expenses up to \$250 per night per meeting date on submission of a hotel tax invoice.

Making a claim

- 4.11 Claims for reimbursement need to be made using the *Meeting Expense Claim Form*. College staff with login access to the AUT Website must submit the Claim form online. Otherwise, claim forms are available electronically from the Financial Accountant and the AUT Website (see link in related documents above).

Completed claim forms and attached receipts/tax invoices should be lodged online through the AUT website or with the Financial Accountant for payment.

- 4.12 Receipts or tax invoices must be lodged with your claim. Please request and keep receipts for lodgment with your claim. Please note that we require the following receipt/invoice for the type of travel expense:

Travel Expense	Substantiation requirement
Airfare	Tax invoice from airline showing GST amount
Sydney Train	Opal Card Statement / train ticket / bank statement showing train fare.
Uber	Receipt/Invoice from your Uber account showing GST amount if applicable.
Online hotel booking	Tax Invoice from the hotel or online offshore seller, whichever is applicable.
Meals	Receipt or invoice showing GST, if applicable.

- 4.13 For items where the claim is less than \$50, receipts are required to support the claim. However, in the case of claims for reimbursement of automatic tolls, the AUT accepts that no receipt will be issued.
- 4.14 In the case of motor vehicle expense claims, the AUT office will rely on claimants submitting odometer readings, Google map, or other reliable maps showing the distance of travel in kilometres.
- 4.15 Tax invoices are required to support the claim for items where the claim is \$50 or more.
- 4.16 Any expenses reimbursed by the AUT should not also be reimbursed by the member's institution.

Cancelled booking of reimbursed travel expenses

- 4.17 Committee members usually submit a claim for reimbursement for airfare and accommodation when the booking is made and before the meeting. Should the booking need to be cancelled or rebooked, the member should inform the finance team of the cancelled or rebooked booking and, if credit is

received, by emailing finance@aut.edu.au. AUT Finance monitors all travel reimbursements versus meeting attendance as reflected in meeting minutes.

- 4.18 AUT will cover the cancellation cost subject to the Vice-Chancellor's approval for canceled bookings and when no credit is received. AUT may request a refund if the cancellation is due to unacceptable reasons.
- 4.19 When credit is received, it should be used to book another AUT meeting. AUT will cover additional costs, if any.
- 4.20 Submit a claim form when the credit is used, even though no reimbursement is required. This is needed for accounting and taxation purposes.
- 4.21 If the credit is used for personal travel, please refund AUT the corresponding cost initially paid by AUT.
- 4.22 If the credit is unused and has expired, the member should inform the AUT finance team accordingly.

5. RELATED LEGISLATION

ATO Income and Deductions for Business

<https://www.ato.gov.au/Business/Income-and-deductions-for-business/Deductions/Deductions-for-motor-vehicle-expenses/Cents-per-kilometre-method/>

6. VERSION HISTORY

Version	Approved by	Approval Date	Effective Date	Changes made
1	The Dean	21 March 2016	21 March 2016	Taken out of form to be document in own right
2	The Dean	24 March 2017	24 March 2017	Reimbursement updates
3	The Dean	12 February 2018	12 February 2018	Reimbursement updates
4	The Dean	19 March 2020	19 March 2020	Reimbursement updates
5	The Dean	5 February 2021	5 February 2021	Reimbursement updates
6	The Dean	6 September 2022	6 September 2022	Reimbursement updates
7	The COO	23 May 2024	23 May 2024	Reimbursement updates
8	The COO	27 November 2024	27 November 2024	Reimbursement updates
9	Vice-Chancellor	June 2025	June 2025	New policy format, minor editorial updates to implement university status.

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