

Executive Travel Expenses Policy

Category: Executive

Version 3

First ratified: July 2013

Last ratified: June 2023

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1. Purpose

- 1.1. The OUSA Executive travel expense policy sets regulations on expenditure incurred while Executive or representatives are on OUSA business.

2. Reimbursement of Expenses

- 2.1. OUSA reimburses the Executive for work related expenses incurred during the course of their duties.
- 2.2. Unless extenuating circumstances can be demonstrated, no expense claim will be paid unless accompanied by a receipt.
- 2.3. The following are expenses that OUSA will generally cover:
 - 2.3.1. Travel
 - 2.3.2. Accommodation
 - 2.3.3. Meals

3. Travel

- 3.1. OUSA will cover travel costs for work related travel approved by the Executive
 - 3.1.1. When traveling, the Executive member will travel by the cheapest means of transport where applicable and practical.
 - 3.1.2. OUSA will not cover travel to and from place of regular work.
- 3.2. OUSA will cover accommodation costs on work related travel to the value of \$130 per person per night.
 - 3.2.1. When selecting accommodation, cost will be considered a key factor alongside safety and convenience of location.
 - 3.2.2. Accommodation costs exceeding that set out in 3.2 must be approved by the President and Finance and Strategy Officer
- 3.3. OUSA will reimburse the Executive member a maximum of \$40 a day for meals purchased while away on official business.
- 3.4. Any additional cost incurred as part of business meetings or conferences shall be reimbursed to the Executive member.