

**WACC POLICY**

**VOLUNTEER TRAVEL**

*Approved by the First Directors*

*April 2015*

1. Where a volunteer member of any committee is expected to participate in a meeting of that committee, or a WACC member is required to represent the organisation at any event, WACC will underwrite the costs of participation or representation, to the extent that such costs are not met from other sources.
2. Volunteers are normally expected to arrive no earlier than the day before the start of the meeting or event and to depart no later than the day after its conclusion, although it is recognised that airline schedules may not always facilitate this. A traveller must ensure that the duration of the use of any accommodation provided at WACC's expense is minimised.
3. Where the cost of travel tickets can be reduced by a longer stay (eg over a Saturday night), travellers should, where possible, lengthen their stay, provided the cost to WACC of additional accommodation and incidental expenses is less than the reduction in the cost of the travel tickets.
4. Travel tickets may either be purchased by WACC or obtained by the volunteer, subject to the following:
  - (a) Those who are representing WACC will normally make their own travel arrangements. However, when a group of volunteers are travelling together, or are travelling with WACC staff, it may be appropriate to have WACC make the arrangements.
  - (b) When a significant portion of the cost of travel is not to be covered by WACC, the traveller should book the travel tickets.
  - (c) When a traveller can obtain travel tickets for less than the amount for which tickets are available to WACC, the traveller is encouraged to purchase the tickets and then obtain reimbursement from WACC.
  - (d) When a traveller wishes to make complex travel arrangements in order to facilitate activities that are not directly beneficial to WACC, he or she should book the travel tickets.
  - (e) If WACC books travel tickets which include travel for which WACC is not financially responsible, it will only do so if the traveller agrees to reimburse promptly any additional costs that may be incurred.
5. Accommodation for WACC-sponsored activities will normally be booked by WACC, while persons travelling to events as representatives of WACC, other than in a group or with WACC staff, will normally make their own accommodation arrangements.

6. In some circumstances it may be of assistance to a traveller for WACC to book and/or pay for accommodation beyond that which falls within WACC's financial responsibility. This will only be done if the traveller agrees to reimburse promptly any additional costs that may be incurred.
7. Volunteers should note, particularly when they are making travel and accommodation arrangements for themselves, that:
  - (a) WACC will normally only reimburse for economy class travel. When this class of travel is not available and alternative travel arrangements are not practicable, prior approval from the General Secretary is required to ensure that full reimbursement will be made.
  - (b) When possible, air travel should be booked on a "low-cost carrier." Direct booking with such a carrier may be less expensive than using a travel agent.
  - (c) Travel reimbursement will be limited to the amount for which WACC could have secured travel tickets for the volunteer to travel to the meeting or event. WACC will inform the traveller of the amount.
  - (d) Accommodation should be selected to limit costs, with hotels usually being no more than 3-star rated or equivalent.
  - (e) Accommodation will normally only be provided at WACC's expense if the cost of such accommodation is less than the cost of commuting to the meeting or event.
8. In order to facilitate planning and to avoid unnecessary expense, volunteers are expected to co-operate with WACC in making travel arrangements at the earliest opportunity, and to notify WACC promptly if they will be making their own travel arrangements. In order to ensure that costs are controlled:
  - (a) When a travel ticket is purchased less than six weeks before the start of a meeting or event, and more than six weeks notice of the meeting or event has been given, WACC's financial responsibility for travel will be limited to the amount for which WACC could have purchased a ticket six weeks in advance of the commencement of the meeting or event. WACC will inform the traveller of the amount.
  - (b) When accommodation arrangements are made less than six weeks before the start of a meeting or event, and more than six weeks notice of the meeting or event has been given, WACC's financial responsibility for accommodation will be limited to the amount for which accommodation could have been booked six weeks in advance of the commencement of the meeting or event.
9. Reimbursement of incidental expenses will be limited to reasonable and necessary expenditures, including but not limited to local travel and meals, made in conjunction with participation in the meeting or attendance at the event. No reimbursement will be made for any costs that are incurred unnecessarily.
10. Travel claims must be supported by evidence of expenditure, usually in the form of a receipt or copy of a ticket. Reimbursement will, other than under exceptional circumstances, be made only to the party who incurred the expense; third-party reimbursement must be approved in advance by the General Secretary.

11. It will often be possible to arrange reimbursement of travel expenses during WACC meetings, provided prior notification is given to WACC of the intention to submit a claim at that time. Otherwise, travel claims must be submitted promptly after the completion of travel.
12. If a traveller finds it necessary to cancel travel tickets or modify a travel itinerary, notification must be given to WACC, to the ticket issuer, and **to the carrier** at the earliest opportunity in order to maximise the available refund and/or minimise additional costs. In particular, this notice must be given **prior** to the scheduled departure time. WACC will not normally be responsible for the cost of cancelling or modifying tickets unless the change is requested by WACC. Any exception to this must be approved by the General Secretary in consultation with the President.