

Committee – Expense Guidelines

1 Travel & accommodation

1. Unless there is exceptional circumstances, GTA does not provide recompense for travel or accommodation undertaken by any Committee Member (member).
2. Recompense may be granted with prior approval from the Committee Chairperson.
3. In situations where GTA does provide recompense, members:
 - will be required to finance the travel and accommodation and then seek reimbursement from GTA;
 - should book flights at least ten (10) working days prior to travel date. This allows maximum discounts to be obtained.
 - Where an individual's personal or company business extends the travel time frame beyond the meeting period, this should be at no additional expense to GTA.

1.1 Reimbursement

1. Members will be required to complete an Expense Claim form and provide all documentary proof to support the claim, including Tax Invoices.
2. The Committee Chairperson will authorise expenses and instruct the GTA secretariat to pay.

2 Communications

Committee members are responsible for their own communications costs to participate in Committee Meetings.

3 Sitting Fees

GTA does not provide sitting fees for Members.