Circular 018:01:08

To: **Assessors** **State Officers**
District Officers **Regional Officers**

Cc:

From: **Nick Bugeja**
Manager – Training Services

Date: **1 February 2008**

Subject: **Guidelines for State Officer Travel Reimbursement Claims**

Action: **Read guidelines and follow them to make claims**

Assessors and other State Officers should be aware of the 'Guidelines for State Officer Travel Reimbursement Claims' which can be found at:

http://www.lifesavingvictoria.com.au/www/html/369-club-forms.asp

Under the heading 'Lifesaving Forms' and 'Guidelines'.

The accompanying form for making a claim can be found on the same page under 'Claim Forms'.

These guidelines are currently being put to the Lifesaving Operations Executive for review. Any feedback on the current guidelines can be directed to Nick Bugeja at the details below.

For additional detail on this Circular contact: Nick Bugeja – Manager – Training Services
Email nick.bugeja@lifesavingvictoria or by phone 9676 6978
Circulars are also available at **www.lifesavingvictoria.com.au**

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