

# Volunteer State Officer Travel Reimbursement Policy

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## Purpose

To outline guidelines and requirements for Volunteer State Officers seeking reimbursement for travel costs incurred whilst conducting LSV activities.

## Scope

All operational levels of Life Saving Victoria.

## Policy

Travel reimbursement claims may be lodged by Lifesaving Operations Council Officers (including Directors, District Officers, Regional Officers, Training & Assessment state officers and Lifesaving Services state officers) and all LSV Assessors engaged in club-related assessment activities, who are either full or probationary LSV Assessors.

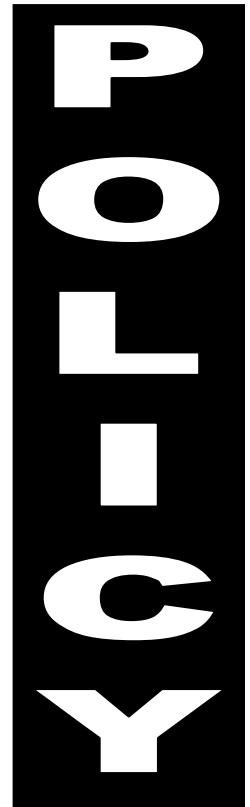
## Background

People who take on volunteer positions with Life Saving Victoria do so knowing that it is in an honorary capacity and it has been traditional that with a few exceptions, they do so at their own expense. Most people work in a relatively localised area and it is hoped that for these people travel expenses are low and able to be met by the person concerned.

However, at the same time, the organisation does not wish anyone to be significantly out of pocket and so the following guidelines have been prepared to assist personnel with the submission of travel claims for expenses incurred in performing duties on behalf of the organisation.

## Claimable Activities

For any activity claims will only be accepted for travel that is **in excess of a 20 km** radius of claimant's home address.



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Claims may be lodged for the following activities:

- To conduct lifesaving award assessments, including proficiency assessments;
- To conduct patrol audits or operational audits;
- To give a lecture to third parties;
- To attend a conference or presentation night in an official capacity unless funded by LSV to attend;
- Heavy mileage incurred in working in a large geographic area;
- To conduct an officially approved activity on behalf of the organisation;
- To conduct operational debriefs and related post-incident activities;
- To conduct on-scene emergency management activities;
- Any other circumstances that the respective Lifesaving Operations Council Directors or Executive approve.

Claims will not be accepted for activities conducted at the claimant's own club except where they travel to the club for the sole purpose of conducting an assessment at the request of the respective District Officer (in the case of dual club memberships, own club will be defined as the club where the claimant has had the longest membership and/or holds an official position within such club).

## Rates and Mileage Calculation

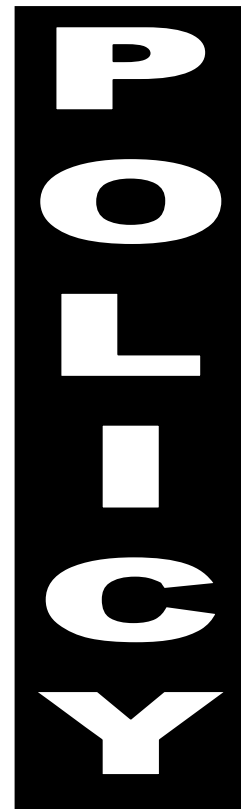
The rates for reimbursement of travel expenses are as follows:

- \$0.431 per kilometer (car only)
- \$0.560 per kilometer (car & tow trailer)

Mileage will be calculated using the web-based program "www.whereis.com.au" with the parameters of shortest distance being applied to all travel. In the case of multiple destinations, the trip end point will be the most distant venue visited. Where possible, stops at intervening venues will also be included.

## Procedure for lodging claim

1. Complete a current claim form 'State Officers and Assessors Travel Expense Claims' as available on the LSV website under Members Forms.
2. Attach copies of proof of attendance documents (eg. assessor attendance sheets endorsed by District Officer, audit assessment sheets endorsed by State Service and



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Efficiency Officer) OR have appropriate State Officer (eg. District Officer) endorse the claim sheet itself.

**Note:**

- All mileage calculations will be checked using the method as outlined above.
- Random audits will be conducted to ensure compliance to these guidelines.

## **General Information**

### **Parking and Traffic Fines**

Life Saving Victoria will not be responsible for the payment of any traffic infringement fine incurred by a volunteer whilst conducting an activity for the organisation. These are solely the responsibility of the person who incurs them.

### **Accident Expenses**

Life Saving Victoria will not be responsible for the payment or repayment of any accident expenses incurred by a volunteer whilst conducting an activity for the organisation.

These are the responsibility of the person who incurs them. Life Saving Victoria recommends that drivers have adequate vehicle insurance and ambulance subscription.

### **Personal Accident and Professional Indemnity Insurance**

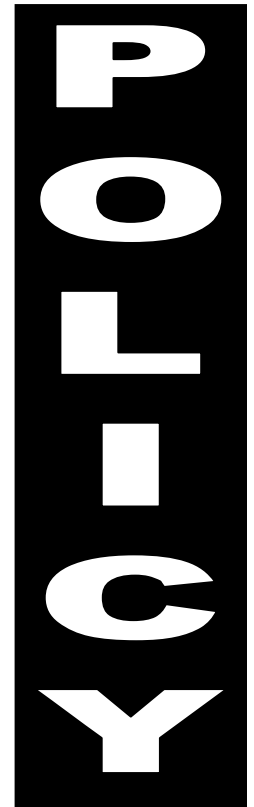
Currently, the organisation covers all volunteer officers and assessors for these insurances when they are carrying out official lifesaving duties.

### **Exemptions to this Policy**

The respective Director (either Lifesaving Services or Training & Assessment, as appropriate) may authorise a departure from this policy for any given circumstance or officer, as required. Such an exemption may also be issued on a case by case basis by the General Manger – Lifesaving Operations.

### **Appeals**

Where a claim is fully or partially rejected an appeal can be lodged, in writing, to the respective Lifesaving Operations Council Director,



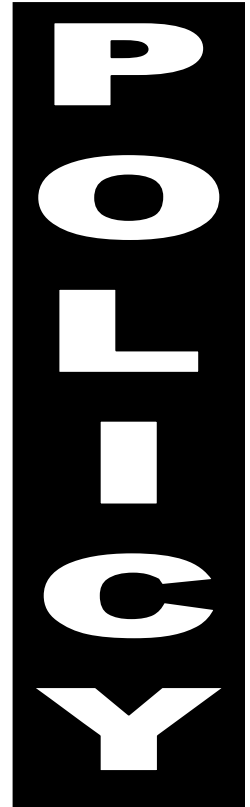
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either the Director of Training and Assessment or the Director of Lifesaving Services, as appropriate.

The decision made by either Director on a claim appeal shall be final.

**Waiver to Directive**

Either Lifesaving Operations Directors (Director – Training & Assessment or Director – Lifesaving Services) or the General Manager – Lifesaving Operations or General Manager – Education and Training may approve, either in advance or retrospectively, a departure from this Directive, on a case-by-case basis.



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