

**Travel**

Claims must be properly supported by the necessary documentation

**Travel**

<b>Classification and description</b>	<b>Operations Manager / Convenor Standing Committees</b>	<b>Executive Member / President</b>
1. Authority to travel - Overseas	<b>R</b>	<b>A</b>
2. Air and Road Travel expenses	<b>A</b>	

Standing Committee Travel Expenses to be approved by Executive member responsible for that Standing Committee President to authorise all Executive members travel costs

**Meals and Refreshments**

<b>Classification and description</b>	<b>Operations Manager / Convenor Standing Committees</b>
Meals and Refreshments	<b>A</b>

Standing Committee Travel Expenses to be approved by Executive member responsible for that Standing Committee President to authorise all Executive members travel costs

<b>Authorisation Codes</b>
<b>R = Recommend</b>
<b>A = Approve</b>
<b>C = Confirm</b>