



AFSA Directors Expenses Policy

Purpose

The AFSA Board will meet the costs of Directors' and Company Secretary travel, accommodation and reasonable out of pocket expenses incurred in the performance of the role of Director and Company Secretary.

Scope

Such travel will include attendance at Board meetings, attendance at Board Sub-Committee meetings and on other occasions when required to represent the Board or the Chairman at a specific meeting or event.

Claims for such expenses, supported by receipts, are to be made to the Company Secretary who will reimburse such expenses and furnish a monthly report to the Board on expenses so reimbursed during the previous month.

As members' funds are involved, regard must be had to the availability of funds in the relevant budget item for the purpose intended and the exercise of prudence in incurring expenditure, particularly, when undertaking interstate air travel.

At all times, only reasonable costs associated with the provision of food and beverages will be reimbursed on the basis of accepted business practice and the exercise of discretion.

<p>Australian Fertiliser Services Association Policy Name: Board Expenses policy Policy Number 6</p>	<p>Status: Adopted</p> <p>Adopted: August 2015 Reviewed: June 2017 Due for Review: June 2019 Page 1 of 1</p>
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