

RESPONSIBLE WOOD LIMITED

**STANDARDS REFERENCE BODY
REIMBURSEMENT OF TRAVEL COSTS**

PROCEDURE 05

V 3 -Issue 1/2020



[Responsible Wood (RW) has developed two Australian Standards® within the Australian Forest Certification Scheme which address wood production from sustainable forest management and the tracking of certified products in the wood and forest products supply chain by a chain of custody mechanism. These Australian Standards® were developed by and are maintained by RW Reference Bodies which comprise of representatives of nominating organisations/associations and individuals with a nominated Chair and secretariat support from RW.]

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Comments/Abstract

Responsible Wood (RW) has developed two Australian Standards® within the Australian Forest Certification Scheme which address wood production from sustainable forest management and the tracking of certified products in the wood and forest products supply chain by a chain of custody mechanism. These Australian Standards® were developed by and are maintained by RW Standard reference Bodys which comprise of representatives of nominating organisations/associations and individuals with a nominated Chair and secretariat support from RW.]

This document outlines the procedures to be used by SRB members when claiming reimbursement of travel expenses

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1 Purpose

The Australian Standards within the Australian Forest Certification Scheme (AFCS) are developed and maintained/reviewed by Responsible Wood (RW) Standards Reference Bodies (SRB). SRBs will generally be composed of those nominated or endorsed by a National representative body or individuals that are interested in or affected by the subject matter of the relevant Standard.

This Procedure provides guidance for the reimbursement of travel and accommodation expenses to Standard Reference Body representatives who have been approved for special assistance by RW.

2 Scope

Consistent with worldwide standardisation practice, RW encourages that the cost of travel, accommodation and time expended in attending the RW Standard Reference Body meetings be the responsibility of the SRB representative, the employer or the nominating organisations.

RW recognises that the stakeholders on the SRB's are comprised of environmental, social, economic and cultural interests and in some special cases, assistance from RW for representation by certain sectors interests will be considered on a case by case basis.

3 Standard Reference Body Participation Costs

- a) Where agreed between RW and the representative on the Standard Reference Body, the Secretariat will arrange for flights from the representative's nearest domestic airport to and from the city where the SRB meeting will be conducted;
- b) The flights will be arranged by the RW secretariat in consultation with the representative to provide the least cost options for RW but will allow for sufficient time to attend and return from the SRB meeting;
- c) RW will reimburse actual travel expenses based on the presentation of receipts from the representative; for travel expenses from home to the nearest domestic airport and return and/or from the airport in the city where the SRB meeting is being held and return,.
- d) Wherever possible, the Secretariat will consult with other representatives on the SRB to arrange for shared transport from airport in the city where the SRB meeting is being held and return to the airport to cap the travel expenses;
- e) If an overnight stay is required for the SRB meeting, RW will reimburse the actual costs of a 3-4 star hotel/motel accommodation, breakfast and the previous evening's dinner expenses on the presentation of receipts from the representative;

4 Reimbursement of Expenses

- a) All claims for reimbursement are to be made on the prescribed form with documentation to justify the claim attached (see Section 5).
- b) In all cases of reimbursement of travel expenses, the representative will provide their banking details to allow RW to use EFT for the re-imburement payment into the representative's bank account.
- c) If SRB members choose to travel by car, the amount that can be claimed would normally be the equivalent of the cheapest available flight from their point of departure to destination plus reasonable taxi costs.

5 References

File	Location	Filename
Responsible Wood Reimbursement of Expenses Claim Form	Company\50-Office\Stationery	CM Form-Reimbursement of Expenses V0.1.docx
Responsible Wood Vehicle Expenses Claim Form	Company\50-Office\Stationery	CM Form Vehicle Claim V0.1.doc

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