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## Travel, Meals and Accommodation

The purpose of this procedure is to clearly define the Travel, Meal and Accommodation amount claimable by Full Time / Casual Trainers/ Assessors.

### Travel Policy

Travel above 100km from the Casual Trainers principal address will be reimbursed at a rate of \$0.74c per km (ex GST) (travel defined by Google Maps).

#### Example

Place of Residence: Life Saving Victoria

Course Venue: Ballarat Aquatic & Lifestyle Centre

Distance: 119km each way (total = 238km)

Distance that can be claimed: 69km each way (total = 138km)

Amount that can be claimed: \$51.06 each way (total = \$102.12)

### Accommodation Policy

Full Time / Casual Trainers/ Assessors who are required to stay overnight, either immediately preceding a course &/or immediately following a course, are allowed a maximum of \$120 per night for accommodation.

### Meal Allowance Policy

When Full Time / Casual Trainers/ Assessors are required to stay overnight for a training course and are unable to prepare their own meal/s are allowed a maximum of:

\$20 for Breakfast

\$20 for Lunch

\$30 for Dinner

For each day of the course (where fair and reasonable and is agreed to prior to the course with the Training Coordinator)

\*All Claims must be submitted within 2 weeks of course completion on the Expenses Reimbursement Claim form along with receipts for each expense incurred by the Casual Trainer

\*\*Anything outside of the policies above will need to be negotiated on a case-by-case basis.

\*\*\* Expenses are only reimbursed to trainers engaged by LSV Public Training and Pool Safety for the purpose of training delivery/ Pool Safety Assessments, unless otherwise agreed