Circular 038:04:08

To: **Assessors** **State Officer**
Regional Officers **District Officers**

Cc:

From: **Alex Sheppard**
Support Officer – Trainer and Assessor

Date: **17 April 2008**

Subject: **Revised Policy for State Officer Reimbursement**

Action: **Read the newly endorsed policy and follow them to make a travel claim.**

The policy for 'State Officer Travel Reimbursements Claims' has now formally been endorsed by the Council of Lifesaving Operations Executive.

This policy should be used by all Assessors and State Officers when making any reimbursement claims for travel.

The policy can be found at:

http://www.lifesavingvictoria.com.au/resources/documents/POL-1.14-Volunteer_State_Officer_Travel_Reimbursement_Policy.pdf

The accompanying form for making a claim can be found at:

http://www.lifesavingvictoria.com.au/www/html/369-club-forms.asp

Under the heading 'Lifesaving Forms' and 'Claim Forms'.

For additional detail on this Circular contact: Alex Sheppard
Email alex.sheppard@lifesavingvictoria.com.au or by phone 9676 6918
Circulars are also available at **www.lifesavingvictoria.com.au**

Address: PO Box 353 South Melbourne DC 3205