



**Australian
Nursing &
Midwifery
Federation**
VICTORIAN BRANCH

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ANMF (Vic Branch) Workplace Representative Expenses Policy – Annual Delegates Conference

Travel Policy:

- Claims for travel via public transport, personal vehicle or other will no longer be reimbursed by the Branch.

Travel expenses to attend this conference as a delegate are tax deductible and should be claimed as a personal work or education expense. Delegates are responsible for ensuring accurate records of their travel are maintained for their tax claim.

- No exemptions will be granted for personal vehicle use or parking.

PLEASE NOTE: taxi fares do not qualify for reimbursement across all delegate branch activities.

Air travel: in circumstances where air travel is necessary to attend this conference, a formal request for air travel must be sought in advance in writing and authorised by the ANMF (Vic Branch) Secretary, prior to travel – for each delegate.

If formal confirmation to travel via air has been received, delegates can choose their own flights at their convenience, with 50% of the flight cost to be reimbursed by the Branch.