

# Event travel policy and booking procedure 2010 for Lonsdale Associates

This policy is designed to assist Lonsdale Associates in attending Professional Development Days and Leadership Forums. Lonsdale understands the importance of networking and training and expects Associates to attend all professional development events. We therefore offer financial assistance to those who have longer, out of state distances to travel in order to attend.

Reimbursement applies where Associates attend a Lonsdale calendar event which is not available within their own state or to Regional associates travelling a significant distance by motor vehicle to an event within their own state. Please see travel and km conditions outlined below in the terms and conditions.

Please note: The rates of reimbursement are subject to change and Associates will be advised of any changes via e-alert as soon as published. The offer of financial assistance is at Lonsdale's discretion and may be altered at any time.

Effective January 2009, in the effort to streamline and effectively manage the travel reimbursement process, the following rates will apply.

## Travel terms and conditions

### Professional Development Days (Two day event)

- Available to Authorised Representatives of Lonsdale and Dealer Associates.
  - Reimbursement up to a maximum of \$200.00 per representative for those travelling in excess of 400 kms\* (return) from practice office to the closest PD Day venue.
  - Reimbursement up to a maximum of \$150.00 per representative for those travelling between 200 and 400 kms\* (return) from practice office to the closest PD Day venue.
- Reimbursement applies to travel and accommodation costs only. Lonsdale will not reimburse for parking or meals.

### Lonsdale Leadership Forums (One day event)

- Available to Authorised Representatives of Lonsdale and Dealer Associates invited to participate in the program.
  - Reimbursement up to a maximum of \$200.00 per representative for those travelling in excess of 400 kms\* (return) from practice office to the Forum venue.
  - Reimbursement up to a maximum of \$100.00 per representative for those travelling between 200 and 400 kms\* (return) from practice office to the Forum venue.

\* Kilometers based on figures from <http://www.whereis.com/>

- Reimbursement applies to travel and accommodation costs only. Lonsdale will not reimburse for parking or meals.

Please Note: Reimbursements will only be issued in accordance with the following reimbursement procedure.

### Reimbursement procedure

- Reimbursements will be issued to Associates who submit a tax invoice and receipts via email with a completed Lonsdale Financial Group expenses claim form (attached) no more than **30 days** after each event.
- Please email your tax invoice, receipts and claim form to Brooke Emerson – email: [bemerson@dkn.com.au](mailto:bemerson@dkn.com.au)
- Please note: claims sent more than 30 days after the applicable event will not be reimbursed.

Please include all relevant details on the expenses claim form, including event name and date to ensure the Accounts team can process the reimbursement in a timely manner. **Please note: All payments will be made to your main business account listed with the Lonsdale Accounts team. We are unable to deposit to other nominated accounts.**