

**TRAVEL POLICY, Members and Affiliates,**  
**CITY OF NEWCASTLE RSL SUB BRANCH**

The following is the Travel Policy as agreed to and set by the Members at the December 2017 General Meeting held at the Newcastle Diggers Club Monday 11<sup>th</sup> December, 2017.

**DAY TRIPS, LUNCHEONS, DINNERS**

**Eligibility to attend:**

ALL Members both Service and Affiliate and partners as designated by the Social Committee. If spaces are limited, attendance will be on a first on the attendance list basis. If deposits are required, the place on the list will not be considered confirmed until the deposits are received by the Social Committee. The Social Committee will have the final say on attendees.

In regard Luncheons and Dinners the President and Executive retain the right to invite guests as required by consultation with the Social Committee.

**LONG COACH TRIPS, multiple days with accommodation.**

**Eligibility to attend:**

As these trips are often subsidized by DVA and /or other agencies, Service Members and their partners/carers will be given priority. At a date set by the Social Committee prior to the trip, any vacant places will then be allocated to Affiliate Members and their partners who have registered their interest in order of registration. If members of the Social Committee who have organized the trip are Affiliate Members, they will be allocated seats (with partners) on the trip as per Service Members.

All bookings must have the deposit paid to be considered confirmed by both Service and Affiliate Members.

As previously discussed, President or designated Social Committee member will always be allocated seats in the first two rows of the coach. All other attendees of multiple day coach trips will rotate seats on a daily basis, rotation to be set by the Social Committee.

To be eligible, Members must have attended a 3 monthly meetings in a calendar year.

## **ATTENDANCE at RSL STATE CONGRESS**

The Members of the City of Newcastle RSL Sub Branch confirm that the President or representative and one other member of the Sub Branch Executive or Committee as nominated, with partners, or two other members of the Sub Branch as nominated, be authorized to attend the RSL NSW State Congress within the State of New South Wales as designated.

The Sub Branch will pay all travel/transport costs and all accommodation costs associated with the congress. The RSL members only will be allocated a “per diem” amount as set by the Treasurer and Executive to cover meals and refreshments for the days of the congress. All meal and refreshment costs of partners are to be the responsibility of the RSL member.

## **OTHER TRAVEL REQUIREMENTS**

If, at any time, the President or any other member of the Sub Branch is required to travel on RSL NSW or RSL Sub Branch business, the travel costs will be paid by the Sub Branch in accordance with the guidelines set down by RSL NSW.

If travel is by private vehicle, mileage allowance claimed/paid will be in accordance with the guidelines set by RSL NSW with claim to be approved by Sub Branch Treasurer.

## **DEFINITION OF MEMBERS PARTNER**

A partner of any member (Service and Affiliate) is defined as: spouse (wife or husband), defacto (of longer than six months), registered carer. A son or daughter will only be considered if that person is acknowledged as a carer of the member.

## **SINGLE MEMBERS**

As per standing Sub Branch policy, single supplement payments will not be required from single members for overnight accommodation.

