

AERA delegates reimbursements Policy

Preamble:

The aim of this policy is to provide incentives to AERA delegates regarding reimbursements to attend meeting as part of their obligation as a representative of SAERA.

AERA has made provisions for two delegates, they must provide a report, endorsed by the SMC, and forwarded to the AERA secretary to be tabled at the meeting.

AERA is responsible for;

- Airfares (delegates to book and are reimbursed)
- Airport Transfers
- Accommodation &
- Meals (including breakfast & Lunch)

AERA delegate's incentives include;

- Airport parking &
- Meals (including dinner)

Enquires re meeting forms please see AERA website or contact AERA treasurer.

Policy dated: 9th February 2019

Policy review date: 9th February 2021