

# Ryerson Index Inc

## Guidelines for Expenses relating to Ryerson Representation at Events

From time to time, one or more of us attends a Family History Fair, Expo etc representing Ryerson. In some of these cases, the event is local to the attendee, and expenses incurred are minimal. In others, however, expenses for travel and accommodation can be substantial. This document sets out the guidelines as to what expenses Ryerson Index Inc will reimburse.

### Registration and other Fees relating to the Event

1. Ryerson will reimburse:
  - a. Event registration fees
  - b. The cost of a trade table
  - c. Cost of any event-related meals (such as a Conference Dinner)
  - d. Any other costs relating directly to attendance at the event for the attendee and spouse.

### Accommodation

1. Reasonable accommodation costs will be reimbursed in full, bearing in mind the varying cost range between different locations.
2. Reimbursement can be claimed starting with the night prior to the first day of the event, and ending with the night of the final day of the event.
3. When travel of more than six hours is required between home and the event, the cost of an overnight stop will be reimbursed, at the same rate as in (1) above.

### Travel

1. If travel is by air, rail or bus, then the full fare, plus necessary transfers at each end, will be reimbursed.
2. If travel is by car, then a petrol allowance of 25c per kilometre will be reimbursed, based on the shortest route between home and the event as measured by [www.whereis.com.au](http://www.whereis.com.au).

### Meals

The cost of meals incurred during travel to/from the event, or while at the event, will be reimbursed on the following fixed scale:

|           |      |
|-----------|------|
| Breakfast | \$20 |
| Lunch     | \$10 |
| Dinner    | \$25 |

## Documentation

Receipts for all items (except meals and petrol) must be presented for reimbursement.

Meals and petrol are reimbursed at the fixed amount, regardless of what is actually spent.

**This document is effective from 18 October 2018.**