

## ROTARY AUSTRALIA WORLD COMMUNITY SERVICE LTD

### Volunteer Travel & Accommodation Costs Policy

Rotary Australia World Community Service Limited (RAWCS) operates projects both within Australia, through the Rotary Australia Benevolent Society (RABS) and overseas through the Rotary Australia Overseas Relief Fund (RAOAF). This Policy applies to agents of RAWCS who are involved in the authorisation of volunteer travel for any RAWCS Project regardless of where it is located.

RAWCS Project Managers and their Project Committee shall not allow arrangements in any form that allow for free travel or accommodation for themselves to administer the project. In no way can any RAWCS administrator be seen as benefiting from their position.

This includes knowingly, allowing donors who receive a tax-deductible receipt for their donation to then receive a benefit from their donation by way of their cost of travel, accommodation or food while working on the project.

Where a Project Committee requires employees or volunteers who have made NO donation to RAWCS online donation facility, the airfares, accommodation, and food can be paid for from funds held in their RAWCS project account. They must be able to ensure that none of those personnel have made a donation to the project.

This also includes arrangements with airlines to purchase multiple tickets for teams to receive and accumulate free air tickets for use by the Project Committee.

Breaches of this policy may result in the project being suspended or deregistered.

Sponsoring Rotary Clubs or Districts, working in collaboration with RAWCS, are encouraged to accept the role of administering funds provided by the volunteer for payment of their airfares, other travel, accommodation, and food requirements that cannot be deposited into the RAWCS Online Donation facility. These funds cannot receive receipts that provide tax deductibility.