

Reimbursable Expenses

Stage	Related Activity	Expense Type	Expense Paid by	Reimbursable (Y/N)	Comments
Pre-Departure	Checks	Australian and international police checks	Volunteer (and/or adult Approved Accompanying Dependant)*	Yes	For preferred candidate only
		Dental check	Volunteer (and/or Approved Accompanying Dependant)*	No	
		Passport fees	Volunteer (and/or Approved Accompanying Dependant)	No	
		First Aid Certificate	Volunteer (and/or Approved Accompanying Dependant)*	Yes	Obtained on or after 1 October 2019 For preferred candidate only
		Medical assessment, tests and vaccinations	Volunteer (and/or Approved Accompanying Dependant)* ¹	Yes	Relevant expenses as approved by ISOS Medfit. Do NOT claim Medicare rebate.
	Pre- Departure Briefing (PDB)	Flight to/from Melbourne for PDB	Australian Volunteers Program	N/A	If from Australia but outside of Melbourne metro area.
		Travel from Melbourne airport to accommodation for PDB	Volunteer (and/or adult Approved Accompanying Dependant)*	Yes	If from Australia but outside of Melbourne metro area.
		Transport from PDB to Melbourne airport	Australian Volunteers Program	Yes – Refer to comments	Transport arranged in advance by the Program, where applicable
		Reasonable travel costs from home to/from nearest airport or directly to/from PDB	Volunteer	Yes – Refer to comments	Seek advance approval from the Program
		Childcare costs to attend PDB	Volunteer	Refer to comments	In some instances - Discuss in advance with the Program

*Requests for reimbursement submitted by/for Approved Accompanying Dependents will be paid to the volunteer’s bank account.

¹ Appointments booked directly through our medical partner will be paid by the Program.

Reimbursable Expenses (continued)

Stage	Related Activity	Expense Type	Expense Paid by	Reimbursable (Y/N)	Comments
Pre-Departure	Pre- Departure Briefing (PDB)	Flight to/from Melbourne for PDB	Australian Volunteers Program	N/A	If from Australia but outside of Melbourne metro area.
		Travel from Melbourne airport to accommodation for PDB	Volunteer (and/or adult Approved Accompanying Dependant)*	Yes	If from Australia but outside of Melbourne metro area.
		Transport from PDB to Melbourne airport	Australian Volunteers Program	Yes – Refer to comments	Transport arranged in advance by the Program, where applicable
		Reasonable travel costs from home to/from nearest airport or directly to/from PDB	Volunteer	Yes – Refer to comments	Seek advance approval from the Program
		Childcare costs to attend PDB	Volunteer	Refer to comments	In some instances - Discuss in advance with the Program
	Flight to Assignment	Pre-arranged excess baggage costs up to 30kg total ²	Volunteer (and/or Approved Accompanying Dependant)*	Yes	Volunteer arranges directly with airline
		Flight to Assignment	Australian Volunteers Program	N/A	Flight from Australia booked and paid for by the Program
	Visa	Visa-related expenses	Volunteer (and/or adult Approved Accompanying Dependant)*	Yes	Includes: Passport photos Visa fees Postage Money order fees
	Support	Accessibility Support	Australian Volunteers Program	N/A	Pre-arranged with the Program

*Requests for reimbursement submitted by//for Approved Accompanying Dependents will be paid to the volunteer’s bank account.

² If the airline allows 23kg of baggage, the Program will reimburse for up to an additional 7kg.

Reimbursable Expenses (continued)

Stage	Related Activity	Expense Type	Expense Paid by	Reimbursable (Y/N)	Comments
In Country	Arrival and In Country Orientation Program (ICOP)	Transport from airport	Australian Volunteers Program	N/A	Staff will meet volunteers at airport
		Accommodation for ICOP	Australian Volunteers Program	N/A	Pre-arranged by the Program
	Travel	Initial transport to assignment	Australian Volunteers Program	N/A	Transport arranged in advance by the Program
		Transport for assignment-related travel	Partner Organisation	N/A	Work-related expenses to be covered by Partner Organisation
		Transport for personal leave	Volunteer	No	
	Leave	Annual leave	Volunteer	No	Annual leave that is not taken cannot be paid out.
	Language	Language lessons	Volunteer	Yes	In country lessons up to the value of 400AUD
	Professional fees	Professional indemnity insurance	Partner organisation or Volunteer	No	May be provided by the Partner Organisation
		Professional licences, certifications, association costs	Volunteer	No	
	Visa	Visa-related expenses	Volunteer (and/or adult Approved Accompanying Dependant)*	Yes	If required for assignment
	Medical	In Country medical care	Volunteer or insurance provider	Yes	Refer to the insurance policy for coverage details
	Security	Security measures	Volunteer	Yes	If required as part of your Accommodation/ Personal Security Plans
Support	Accessibility Support	Australian Volunteers Program	N/A	When pre-arranged with the Program	

*Requests for reimbursement submitted by/for Approved Accompanying Dependents will be paid to the volunteer's bank account.

Reimbursable Expenses (continued)

*Requests for reimbursement submitted by/for AADs will be paid to the volunteer’s bank account.

Stage	Related Activity	Expense Type	Expense Paid by	Reimbursable (Y/N)	Comments
Returning Home	Flight/transport home	Pre-arranged excess baggage costs up to 30kg total ³	Volunteer (and/or Approved Accompanying Dependant)*	Yes	Volunteer arranges directly with airline
		Return home flight to Australia	Australian Volunteers Program ⁴	N/A	Arrange through travel partner. ⁵
	Return Support	Post-assignment medical clearance	Australian Volunteers Program	N/A	Through Program medical partner within 2 weeks of end of assignment
		Psychological debrief	Australian Volunteers Program	N/A	Through Program partner within 3 months of end of assignment
	Returned Volunteer Workshop	Travel for RV workshop	Australian Volunteers Program	Refer to comments	Flights are booked by the Program and not reimbursable. Taxis from the airport to accommodation or venue to airport are reimbursable.
		Accommodation for RV workshop	Australian Volunteers Program	N/A	If home is outside of Melbourne metro area

³ If the airline allows 23kg of baggage, the Program will reimburse for up to an additional 7kg.

⁴ Personal credit card details required for additional charges including amendments once the flight is ticketed.

⁵ If you choose not to use the return flight, you will not be reimbursed.