

## Reimbursable Expenses

(NOTE: Only those expense types marked with **\*R** apply to Remote Volunteering)

	Related Activity	Expense Type	Expense Paid by	Reimbursable?	Comments
<b>Pre-Assignment/ Departure</b>	<b>Pre-assignment Checks</b>	Australian and international police checks <b>*R</b>	Volunteer (and/or adult Approved Accompanying Dependant)*	Yes	For preferred candidate only
		Passport fees	Volunteer (and/or Approved Accompanying Dependant)	No	
		First Aid Certificate	Volunteer (and/or Approved Accompanying Dependant)*	Yes	For preferred candidate only
		Dental check	Volunteer (and/or Approved Accompanying Dependant)*	No	
		Medical assessment, tests and vaccinations* <sup>1</sup>	Volunteer (and/or Approved Accompanying Dependant)*	Yes	Relevant expenses as approved by the Program and deemed required for medical clearance by International SOS/Medfit, including GP and travel doctor appointments to obtain required vaccinations.  If in doubt, seek pre-approval by emailing <a href="mailto:Onboarding@australianvolunteers.com">Onboarding@australianvolunteers.com</a> .  For pre-assignment medical clearance, the program will cover the Medicare gap for authorised medical expenses where a Medicare claim has been submitted.
		Mosquito-borne disease prevention	Volunteer (and/or adult Approved Accompanying Dependant)	Yes	Malaria prophylaxis <sup>2</sup> Mosquito net (when not supplied by the program), repellent

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

<sup>1</sup> The program will reimburse GP consultation and vaccinations required for visa or entry purposes.

<sup>2</sup> The program will cover Doxycycline (anti-malarial medication) costs. Malarone or Mefloquine (Lariam) are acceptable alternatives to Doxycycline if it is medically contra-indicated by your doctor. For reimbursement, a doctor's letter is required.

## Reimbursable Expenses (continued)

	Related Activity	Expense Type	Expense Paid by	Reimbursable?	Comments
<b>Pre-Assignment / Departure</b>	<b>Pre- Departure Briefing (PDB)</b>	Flight to/from Melbourne for briefing	Australian Volunteers Program	N/A	If from Australia but outside of Melbourne metro area.
		Accommodation for briefing	Australian Volunteers Program	N/A	If from Australia but outside of Melbourne metro area.
		Travel from Melbourne airport to accommodation for briefing	Volunteer (and/or adult Approved Accompanying Dependant)*	Yes	If from Australia but outside of Melbourne metro area.
		Transport from briefing venue to Melbourne airport	Australian Volunteers Program	Refer to comments	Transport generally arranged in advance by the Program. Seek advance approval if alternate transport is required.
		Reasonable travel costs from home to/from nearest airport or directly to/from briefing	Volunteer	Yes – Refer to comments	Seek advance approval from the Program
		Childcare costs to attend briefing	Volunteer	Refer to comments	In some instances - Discuss in advance with the Program
	<b>Travel to Assignment</b>	Pre-arranged excess baggage costs up to 30kg total <sup>3</sup>	Volunteer (and/or Approved Accompanying Dependant)*	Refer to comments	When 30kg cannot be arranged in advance, volunteers must arrange and pay directly to the airline. Excess baggage over 30kg is not reimbursable and must be arranged and paid for by the volunteer.
		Flight to Assignment	Australian Volunteers Program	N/A	Flight from Australia booked and paid for by the Program
		Reasonable costs for transport from home to airport	Volunteer (and/or adult Approved Accompanying Dependant)*	Yes	For departure to assignment flights
	<b>Visa</b>	Visa-related expenses	Volunteer (and/or adult Approved Accompanying Dependant)*	Yes	Includes: Passport photos, visa fees, postage, money order fees
	<b>Support</b>	Accessibility Support for briefing <b>*R</b>	Australian Volunteers Program	N/A	Pre-arranged with the Program

<sup>3</sup> Where possible, the program will pre-purchase an additional 7kg of checked luggage for you, to provide you with a total of 30kg of checked luggage. Refer to the Volunteer Travel Handbook for further details.

## Reimbursable Expenses (continued)

(NOTE: Only those expense types marked with **\*R** apply to Remote Volunteering)

Stage	Related Activity	Expense Type	Expense Paid by	Reimbursable?	Comments
<b>On Assignment/ In Country</b>	<b>Arrival and In Country Orientation Program (ICOP)</b>	Transport from airport	Australian Volunteers Program	Refer to comments	Staff will meet volunteers at airport
		Accommodation for ICOP	Australian Volunteers Program	N/A	Pre-arranged by the Program
	<b>Travel</b>	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 assignment – Australian Organisation <b>*R</b>	Australian Volunteers Program	Yes – Refer to comments	Seek advance approval from the Program
		Transport for personal leave	Volunteer	No	
	<b>Leave</b>	Annual leave	Volunteer	No	Annual leave not taken cannot be paid out.
	<b>Language</b>	Language lessons <b>*R</b>	Volunteer	Yes	In country lessons up to the value of 400AUD
	<b>Professional fees</b>	Professional indemnity insurance	Partner organisation or Volunteer	No	May be provided by the Partner Organisation
		Professional licences, certifications, association costs	Volunteer	No	
	<b>Visa</b>	Visa-related expenses	Volunteer (and/or adult Approved Accompanying Dependant)*	Yes	If required for assignment
	<b>Health</b>	Mosquito-borne disease prevention	Volunteer (and/or adult Approved Accompanying Dependant)*	Yes	Mosquito net (when not supplied by the program), repellent
		In Country medical care expenses while on assignment	Volunteer or insurance provider	Refer to comments	Refer to the insurance policy for coverage details and <b>submit a request via the Insurance Claim tile</b> in the volunteer portal
	<b>Security</b>	Security measures	Volunteer	Yes	If required as part of your Accommodation/ Personal Security Plans
<b>Support</b>	Accessibility Support <b>*R</b>	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)

(NOTE: Only those expense types marked with \*R apply to Remote Volunteering)

Stage	Related Activity	Expense Type	Expense Paid by	Reimbursable?	Comments
Returning Home/ End of Assignment	Flight/ transport home	Pre-arranged excess baggage costs up to 30kg total <sup>4</sup>	Volunteer (and/or Approved Accompanying Dependant)*	Yes	Volunteer arranges directly with airline
		Return home flight to Australia	Australian Volunteers Program <sup>5</sup>	N/A	Arrange through travel partner. <sup>6</sup>
	End of Assignment Support	Post -assignment face to face medical check	Australian Volunteers Program	Yes	Through a self-arranged appointment with a medical practitioner within 10 weeks of end of assignment
		Psychological debrief *R	Australian Volunteers Program	N/A	Through Program partner within 3 months of end of assignment
	Post Assignment Workshop	Travel to/from workshop	Australian Volunteers Program	Refer to comments	If from Australia but outside of metro area of the workshop  Flights and accommodation are booked by the Program and not reimbursable. Taxis from the airport to accommodation or venue to airport are reimbursable.
		Accommodation for workshop	Australian Volunteers Program	N/A	If from Australia but outside of metro area of the workshop
		Accessibility Support	Australian Volunteers Program	N/A	Can be pre-arranged by the Program

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

<sup>4</sup> Where possible, the program will pre-purchase an additional 7kg of checked luggage for you, to provide you with a total of 30kg of checked luggage.

<sup>5</sup> Personal credit card details required for additional charges including amendments once the flight is ticketed.

<sup>6</sup> If you choose not to use the return flight, you will not be reimbursed.