



Procedure for AIOH Award Payments and Awardee Reimbursements

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1.0 Introduction

This procedure has been developed to ensure that the financial aspects are managed, and all parties involved with the Awards (Sponsor, Awardee, AIOH Council, AIOH Awards and Sponsorship Committee and AIOH Accounts) are reassured that the funds are reconciled each year.

In this document the Awards and Sponsorship Committee will be referred to as A&SC.

2.0 AES

The scholarship will provide for attendance at an AIOH accredited post-graduate course majoring in occupational hygiene or at an Australian-based academic, postgraduate course where the subject matter studied is principally occupational hygiene.

This Award has a total value of up to \$10K excluding GST.

Awardee –

1. Completes and maintains an AIOH Awardee Reconciliation Workbook for expenses. An example can be seen in APPENDIX 1.
2. Reimbursements to be made via the AIOH Reimbursement Form.
3. For payment of university fees there are two options:
 - i. Awardee pays the fees directly each semester to the university and is reimbursed immediately via the reimbursement form.
 - ii. The AIOH pays the fees directly upon the university invoice being provided by the Awardee.
4. Incidental expenses to be reimbursed during the year when the accrued total is about \$500, but otherwise no later than the 31st of May.
5. Receipts not required for expenses such as coffee, food etc. less than \$50. This excludes alcohol unless it is with a main meal.
6. The reimbursement form and all receipts to be emailed to the A&SC awards@aioh.org.au.
7. The A&SC reviews this then forwards to AIOH Accounts for reimbursement once approved

Sponsor – AES

1. AES transfers the pledged funds on a date agreed by the sponsor and the AIOH Treasurer each year that the award is offered.
2. AES receives an update of funds spent at the end of June and December each year from AIOH Accounts.
3. AES and the AIOH receive an update report from the Awardee at the end of each academic year on results and progress made during the year.

3.0 Air-Met Professional Advancement & Draeger Young Hygienist Awards

Both these awards provide the Awardee with the opportunity to attend the AIHce or BOHS Conference and additional vocational related visits to improve their professional development.

Included are an economy class return airfare, conference registration and accommodation costs. Also, costs relating to the site trips include travel, accommodation, meals and incidentals are included.

Award Winner

Before departure –

1. Airfares:
 - i. The Awardee arranges and pays for the economy class airfare and reimbursed immediately using the AIOH Reimbursement Form.; or
 - ii. The AIOH books and pays for flights on behalf of the Awardee who provides flight and loyalty program details.
2. Conference registration and accommodation:
 - i. The Awardee books and pays for Conference registration and accommodation, and reimbursed immediately using the reimbursement form; or
 - ii. The AIOH books and pays for the Conference registration and accommodation on behalf of the Awardee.
3. The reimbursement form and all receipts must be emailed to the A&SC awards@aioh.org.com.
4. The A&SC reviews this then forwards to AIOH Accounts for reimbursement once approved.

During the trip -

5. Complete and maintain an AIOH Awardee Reconciliation Workbook for expenses to be reimbursed via the AIOH Reimbursement Form. within **one month** of returning to Australia.
6. Receipts are not required for expenses such as coffee, food etc. less than \$50. This excludes alcohol unless it is with a main meal.
7. The reimbursement form and all receipts to be emailed to the A&SC awards@aioh.org.au.
8. The A&SC reviews this then forward to AIOH Accounts for reimbursement once approved.

After the trip-

9. A report on the Conference and the additional site visits to be sent to the A&SC by the 30th of September of the year that the Conference and visits are undertaken. This report to be sent to the Sponsors by the Chair of the A&SC.
10. The Awardee to give a 5-minute presentation at the AIOH Conference that year.

Sponsors Air – Met and Draeger Representative

1. The Sponsor will transfer the pledged funds on a date agreed by the sponsor and the AIOH Treasurer each year that the awards are offered.
2. The Sponsor will receive an update of funds spent by 30th September each year from AIOH Accounts.
3. The Sponsor Representative and the AIOH will also receive a Report on the Conference and site visits from the Awardee by the 30th of September of the year awarded.

4.0 Industrial Scientific Award

Sponsored by Industrial Scientific Australia Pty Ltd the AIOH Conference Package Award is designed to enable an AIOH member to attend the annual AIOH Conference.

The AIOH Conference package covers;

- Accommodation and meals provided during the Conference Entry to the Conference
- Entry to the Continuing Education Sessions (CES)
- Conference scientific sessions and the social program
- Reasonable travel costs to the Conference venue as agreed by the AIOH, including options where necessary, economy class airfare within Australia, taxi/Uber, car mileage allowance and public transport.

Awardee:

1. For payment of economy class airfares there are two options:
 - i. The Awardee can arrange and pay for their economy class airfare, then claim back these costs using the AIOH Reimbursement Form, ensuring all receipts are attached; or
 - ii. Flight details (and loyalty program details) may be provided to the AIOH which can make the booking and pay for the flights on behalf of the Awardee.
2. Incidental expenses including car mileage and meals not paid for at the Conference to be reimbursed via the reimbursement form.
3. The reimbursement form and all receipts must be emailed to the A&SC awards@aioh.org.au.
4. The A&SC reviews this then forwards to AIOH Accounts for reimbursement once approved

Sponsors – Industrial Scientific Representative

1. The Sponsor will transfer the pledged funds on a date agreed by the sponsor and the AIOH Treasurer each year that the award is offered.
2. The Sponsor will receive an update of funds spent from AIOH Accounts by the 31st of March of the year following the Conference attended.
3. The Sponsor and the AIOH will also receive a Report on the Conference and site visits from the Awardee by the 31st of March of the year following Conference attended.

