



Mentor Travel Expenses

Mentors take BSOL learners on a volunteer basis and are expected to cover their personal travel expenses to do so but they have the right to accept or reject a request to mentor any learner who is outside their personal mentoring zone. It is BSOL's general policy not to pay mentors' travel expenses and under no circumstances is a learner to pay a mentor's travel expenses.

There may however be circumstances where it is reasonable for the mentor to receive some recompense for travelling to a distant learner's location; e.g. where a mentor has special skills and has been requested to travel outside their usual radius of operations to mentor a learner who is seeking support that is not available within their hub..

Hub Coordinators may offer reimbursement or mentors may request it from their Hub Coordinator when they consider the circumstances warrant it. Mentor travel expenses are reimbursed at a rate of \$0.20 per km with a minimum of \$2.00 and a maximum of \$10.00 for a round trip.

Mentor claims for reimbursement of travel expenses are to be submitted through Hub Coordinators to the Treasurer tres@bsol.asn.au at the end of each quarter in the following format.

Claimant: Member No. and Name

Bank Account Details: Account Name BSB-Account Number

Travel Start Point: Home address

Learner #	Learner Name	Distance	Claim
9123	Joe Bloggs	40	\$8.00
8234	Sue Smith	60	\$10.00
			\$18.00

PO4-0515