

Dear Host Families,

Please find below important information regarding the types of expenses which students may request reimbursement through AFS.

All claims for reimbursement are to be made using the “expense sheet” included in this pack, which must have all relevant receipts attached to it. Please attached copies of receipts only and keep the originals for your records.

Reimbursement claims must be sent to: ATTN: AFS AUSTRALIA ACCOUNTS TEAM
Email: aus.accounts@afs.org
Fax: (02) 92150088
Post: PO Box 5, Strawberry Hills NSW 2012

REIMBURSABLE EXPENSES:

- Compulsory school fees
- Some text books (AFS staff and volunteers will retain ownership of the book when the student returns home)
- School related transport (eg. school bus and train fares)
- Orientation camp travel expenses (to be agreed by camp volunteers)
- Medical expenses (that do not include pre-existing existing conditions) Please refer to AFS host family guide , pages 30-33

→ Please note that AFS does **not** pay for uniforms or material required for elective subjects.

NON-REIMBURSABLE PARTICIPANT EXPENSES

- Uniforms
- Elective school fees
- Excess luggage
- Short term exchange
- Travel costs around the country
- School excursions
- Voluntary activities
- Dental (excluding injuries), glasses and other pre-existing conditions
- Personal clothing

If you have any further questions, please contact the AFS Australia Accounts team.

Kind Regards,

AFS Accounts Team

