



# Reimbursement of Travel and Accommodation Costs Policy

## 1. Introduction

Much of the administration of Victorian Croquet Association, the implementation of VCA programs and officiating at VCA tournaments and events is carried out by volunteers. It is VCA Council's intention that volunteers are assisted with out-of-pocket travel expenses incurred in administering VCA or in officiating at VCA tournaments.

## 2. Qualification

Affiliated members who volunteer their interest, expertise and time to support the current priorities, to improve croquet or to assist in the running of VCA tournaments as

- 2.1. a member of VCA Committee of Management,
  - 2.2. a member of the VCA Council,
  - 2.3. a member of a VCA Council sub-committee or working group,
  - 2.4. a VCA Council appointed official,
  - 2.5. an official at a VCA tournament or event, or
  - 2.6. a member with specific advance approval from VCA President, Vice-President, Secretary or Treasurer for reimbursement of expenses
- are entitled to claim travel expenses if they so choose.

## 3. Reasonable costs-

In all cases, in order to reduce imposts on its membership, Croquet Victoria seeks to economise and expects that members claiming reimbursement for travel and accommodation costs will do likewise. For example, "early bird" or other discounts are to be taken advantage of, wherever possible. Similarly, online offers of discounted fares and/or accommodation are to be used, if these are appropriate. Members are encouraged to accept billeted accommodation when offered.

## 4. Reimbursement

Eligible members will be reimbursed on the following basis:

### 4.1. Travel

- 4.1.1. full reimbursement of economy class air travel on production of tax invoice (subject to prior approval of the VCA President, Vice-President, Secretary or Treasurer);
- 4.1.2. full reimbursement of rail/bus/tram travel using a MYKI or V-Line ticket (preferred);
- 4.1.3. if travel is by vehicle, reimbursement calculated on the basis of 10 litres of fuel per hundred kilometres travelled (or pro-rata), on production of a tax invoice for fuel, plus any tolls and necessary parking costs; or
- 4.1.4. any combination of the above.

### 4.2. Accommodation

- 4.2.1. if travelling interstate on VCA business, reimbursement of reasonable accommodation costs on production of tax invoices;
- 4.2.2. if travel is within Victoria on VCA Council business, reimbursement of reasonable accommodation costs on production of tax invoices;
- 4.2.3. if travel is within Victoria, to attend sub-committee meetings or to officiate at a VCA tournament, reimbursement of accommodation expenses, on production of receipts, to a maximum of \$50 per night, if single accommodation; \$30 per night if shared with another member also attending the meeting or officiating at the tournament.; or
- 4.2.4. any combination of the above.

#### **4.3. Meals**

Reimbursement of meals expenses will only be made when there is no opportunity to provide one's own meals (e.g. packed lunch or cooking own meals which can be done in holiday park cabins) and on production of receipts and to a maximum of \$25 per day (24 hour period).

#### **5. Procedure**

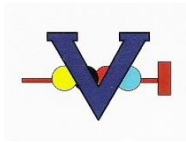
- 5.1.** Claims are to be submitted on the attached form/s, which is/are to be posted or e-mailed to the Administrator together with tickets and/or fuel or accommodation receipts. Details of bank account should be provided, wherever possible, to allow payment by electronic funds transfer. Claims should be submitted promptly, as no claims will be considered after two months after the travel.
- 5.2.** Administrator will confirm with coordinator of the relative activity the claimant's entitlement to reimbursement and, when confirmed, settle the claim.

**Attachment:** Claim for Reimbursement of Travel Expenses

#### **AUTHORISATION**



Honorary Secretary  
16<sup>th</sup> December 2014



## CLAIM FOR REIMBURSEMENT OF TRAVEL EXPENSES

This claim is submitted under the terms of the VCA Reimbursement of Travel and Accommodation Policy

NAME: \_\_\_\_\_ POSITION: \_\_\_\_\_

REASON FOR TRAVEL: \_\_\_\_\_

DATE/S OF MEETINGS/EVENTS: \_\_\_\_\_

TRAVEL FROM \_\_\_\_\_ TO: \_\_\_\_\_

And Return Yes/No.

RECEIPTS ATTACHED FOR:	Air Travel	<input type="checkbox"/>	
	V -Line ticket/s	<input type="checkbox"/>	
	Fuel	<input type="checkbox"/>	Total Kilometres:
	Accommodation	<input type="checkbox"/>	Single <input type="checkbox"/> Shared <input type="checkbox"/>
	Meals	<input type="checkbox"/>	
I ALSO CLAIM FOR	Tolls	<input type="checkbox"/>	Cost \$
	Parking	<input type="checkbox"/>	Cost \$

Bank Account Details for reimbursement by EFT (preferred method) if not already provided:

Account Name: ..... BSB ..... Account No. ....

Postal Address (for payment by cheque): .....  
..... Postcode .....

I certify that the amounts claimed are either supported by Tax Invoices or are the actual costs that I paid or will be charged

SIGNED: ..... DATE: .....

Please return to:

Administrator VCA  
65 Nobel Banks Drive  
CAIRNLEA 3023  
[administration@croquetvic.asn.au](mailto:administration@croquetvic.asn.au)