



REIMBURSEMENT OF EXPENSES POLICY

1 INTRODUCTION

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

- 2.1 a member of Croquet Victoria Committee of Management,
- 2.2 a member of the Croquet Victoria Council,
- 2.3 a member of a Croquet Victoria Council sub-committee or working group,
- 2.4 a Croquet Victoria Council appointed official,
- 2.5 an official at a Croquet Victoria tournament or event, or
- 2.6 a member with specific advance approval from Croquet Victoria 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 Croquet Victoria 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;
- 4.1.4 if travel is by vehicle and is associated with acting as a presenter in an externally funded project, reimbursement calculated on the basis of 30c per kilometer travelled (or pro rata), to contribute to fuel and running costs, plus any tolls and necessary parking costs; or
- 4.1.5 any combination of the above.

4.2. Accommodation

- 4.2.1 if travelling interstate on Croquet Victoria business, reimbursement of reasonable accommodation costs on production of tax invoices;
- 4.2.2 if travel is within Victoria on Croquet Victoria 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 Croquet Victoria tournament, reimbursement of accommodation expenses, on production of receipts, to a maximum of \$60 per night, if single accommodation; \$40 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).

4.4 Other Expenses

Reimbursement of expenses incurred, other than those listed at 4.1, 4.2 and 4.3 will be made upon production of tax receipts. These claims might be for (but not limited to) items such as printing, postage, purchase of consumables, payment of invoices, lodgement fees etc.

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, accommodation, other expenses 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 and Accommodation Expenses

Attachment: Claim for Reimbursement of Expenses

AUTHORISATION



Sarina Cevaal-Hewitt
16 December 2019
Victorian Croquet Association Inc
Trading as Croquet Victoria

CLAIM FOR REIMBURSEMENT OF TRAVEL AND ACCOMMODATION EXPENSES

This claim is submitted under the terms of the Croquet Victoria Reimbursement of Travel and Accommodation Policy.

NAME:..... POSITION:

PASSENGERS: REASON FOR TRAVEL:

Was this travel associated with acting as a presenter at an externally funded workshop?
Please tick as appropriate

Yes

No

Fuel receipts are not required for travel associated with acting as a presenter at an externally funded workshop. Please be sure to check and advise your kilometres travelled.

DATE/S OF MEETINGS/EVENTS:

TRAVEL FROM TO:.....

And Return Yes/No

RECEIPTS ATTACHED FOR:

Air Travel:

V-Line Ticket/s

Fuel Total Kilometres:.....

Accommodation

Meals

I ALSO CLAIM FOR

Tolls Cost \$.....

Parking 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:

Croquet Victoria Secretary P O Box 468 LAVINGTON NSW 2641

secretary@croquetvic.asn.au

CLAIM FOR REIMBURSEMENT OF EXPENSES

NAME:.....POSITION:

REASON FOR CLAIM:

RECEIPTS ATTACHED FOR:

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:

Croquet Victoria Secretary
P O Box 468
LAVINGTON NSW 2641

or email to <mailto:secretary@croquetvic.asn.au>