



## 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), for the first 1,000 kilometres 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 or when someone travels in excess of 1000 km in a financial year on approved Croquet Victoria business (other than attendance at CoM or Council meeting), reimbursement calculated on the basis of 30¢ per kilometre 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, to attend sub-committee meetings or to officiate at a Croquet Victoria tournament, reimbursement of reasonable accommodation costs on production of tax invoices to a maximum of \$110 per night; or
- 4.2.3 any combination of the above.

#### **4.3. Meals**

- 4.3.1 Reimbursement of meals expenses to be on production of receipts and to a maximum of \$25 per day (24 hour period).
- 4.3.2 Where the claimant is billeted for two or more nights, reimbursement of a claim for up to \$50 per day which can include to pay for a meal for billeting hosts.

#### **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  
20 June 2023  
Victorian Croquet Association Inc

## **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 or have you travelled more than 1,000 kilometres on approved Croquet Victoria travel in the current financial year? Please tick as appropriate

Yes

No

Please provide fuel receipts for travel up to 1,000 km and where possible above 1000km to assist with claiming GST. 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:	<input type="checkbox"/>	
	V-Line Ticket/s	<input type="checkbox"/>	
	Fuel	<input type="checkbox"/>	Total Kilometres: .....
	Accommodation	<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 if not already provided:

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

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 Treasurer  
[treasurer@croquetvic.asn.au](mailto:treasurer@croquetvic.asn.au)

or forward hardcopy to:  
Croquet Victoria, 65 Nobel Banks Drive, Cairnlea Vic 3023

## CLAIM FOR REIMBURSEMENT OF EXPENSES

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REASON FOR CLAIM:

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