



## **Travel & Accommodation Reimbursement Policy**

### **Introduction**

1. It is expected that Directors, Appointed Officers, Committee Members and Team Members who are entitled and expected to travel for Croquet Australia business are not financially disadvantaged when representing Croquet Australia.
2. It is expected that funding for the training of Development Squads and Australian Representative Teams is planned and provides value to all developing players
3. This policy outlines those items for which reimbursement may be made.

### **General.**

4. All Claims for reimbursement will be submitted on the approved ACA Reimbursement Form (attached), detailing the reason for the claim, documentation to support the claim and bank details to allow for prompt remittance of payment.
5. Claims are expected to be expedited and therefore no claims will be accepted beyond 30 days past the occurrence of the expense.
6. If claims are made and remitted prior to travel, and travel does not occur, all monies will be refunded to ACA.
7. Extenuating circumstances may be considered.

### **Items that will be reimbursed**

8. Return airfares at best available price, booked as soon as travel dates are confirmed.
9. Taxi/Uber charges from home to airport/railway station or parking charges at home airport if cost effective versus taxi/Uber
10. Return travel by regional train/coach services.
11. Travel kilometres on own vehicle for distances greater than 50 kilometres, which will be paid at \$0.31 per kilometre for the return journey plus all tolls incurred on the journey
12. Taxi/Uber charges from airport to place of business.
13. Car hire where required to undertake duties.
14. Accommodation charges, up to \$160 per night.

### **Directors Representing the Board at Events**

15. Preference is given for closest Director to attend and officiate.
16. Travel & accommodation costs will be reimbursed for a maximum of two (2) nights' accommodation and travel costs
17. No payment will be approved for travel if Director is a competitor in the event. Accommodation will only be approved if an additional night's stay is necessary to enable the Board representation.

### **Directors & Board Officers Travelling for Board Matters**

25. Travel & accommodation costs will be reimbursed for necessary accommodation and travel costs in accordance with this policy.
26. Accommodation for extensions to travel duration will not be reimbursed.

27. All travel other than Board Meetings will be subject to Board approval.

### **Appointed Officer & Committee Members**

21. Meetings of Committees should be undertaken by electronic means where possible.
22. Necessary travel & accommodation costs will be reimbursed.
23. Travel required to attend events for specific reasons (i.e. Selection) will be subject to prior approval by ACA Board.
24. Travel & accommodation for meetings with State Directors will be planned to minimise costs and subject to approval by ACA Board as part of Budget planning.

### **Squad and Team Training Sessions**

25. It is expected that funding for the training of Development Squads and Australian Representative Teams is planned and provides value to all developing players. Necessary travel & accommodation costs will be reimbursed.
26. Reimbursement of costs necessary for attendance at national squads and teams training sessions, will be in accordance with this policy and the procedures outlined in Annex A.

### **Support for Representative Team Members for Events**

27. Travel & accommodation will be provided from Representative's place of residence to the venue of the event. Adequate time will be allowed for acclimatisation before and after the event in the consideration of the duration of accommodation provided. This will be liaised with the Team Manager and in consultation with the Team.
28. Accommodation supplied at the venue will be a minimum twin share motel type in reasonable proximity to the venue.
29. Travel from accommodation and venue will be provided by ACA.
30. Entry Fees to the event and to any Presentation Dinners will be provided by ACA.
31. Uniforms will be provided in accordance with ACA Policy for the event
32. Players will be responsible for all meals during the event.

### **Exclusions**

33. This policy does not include Gateball teams attending Australian, Asian or World Gateball Championships.

- Annexes:**
- A. Squad and Team Training Reimbursement Procedure
  - B. Reimbursement Claim Form



## Squad and Team Training Reimbursement Procedure

1. High Performance Managers will liaise with the relevant Selection Committee and develop a programme to ensure effective training and economic use of funds.
2. The HPM will submit the training programme to ACA Board outlining the proposed training schedule of squads or teams, as appropriate, for approval. The programme can be amended if conditions or circumstances necessitate the change. ACA approval of the programme or amendments to the programme will not unreasonably be withheld.
3. Training Sessions must have attendance by 60% of squad or team membership to qualify for funding support.
4. Training Sessions can be programmed to shoulder a programmed event.
5. Attendance and entry to any programmed event **will not** be eligible for funding support.
6. The HPM is to submit a report to the Board after each training session detailing attendance, duration and activities undertaken
7. Reimbursement to any individual will not be made until the HPM report confirms that the training session met the qualifying criteria.



## Travel & Accommodation Costs Reimbursement Claim Form

|                                    |                                      |                          |                                     |
|------------------------------------|--------------------------------------|--------------------------|-------------------------------------|
| <b>Name</b>                        |                                      |                          |                                     |
| <b>Position</b>                    |                                      |                          |                                     |
| <b>Reason for travel</b>           |                                      |                          |                                     |
| <b>Date/s of meetings / events</b> |                                      |                          |                                     |
| <b>Travel Details (From – To)</b>  |                                      |                          |                                     |
| <b>Return travel</b>               | <b>Yes:</b> <input type="checkbox"/> |                          | <b>No:</b> <input type="checkbox"/> |
|                                    |                                      | <b>Amount</b>            |                                     |
| Mode/s of travel                   | Private Vehicle                      | <input type="checkbox"/> | \$                                  |
|                                    | Train / Coach                        | <input type="checkbox"/> | \$                                  |
|                                    | Taxi / Uber                          | <input type="checkbox"/> | \$                                  |
|                                    | Air Travel                           | <input type="checkbox"/> | \$                                  |
| Other Charges                      | Parking                              | <input type="checkbox"/> | \$                                  |
|                                    | Tolls                                | <input type="checkbox"/> | \$                                  |
|                                    | Car Hire                             | <input type="checkbox"/> | \$                                  |
|                                    | Accommodation                        | <input type="checkbox"/> | \$                                  |
| <b>Total Claim:</b>                |                                      |                          | <b>\$</b>                           |

I certify that the amounts claimed are either supported by Tax Invoices (attached) or are the actual costs that I have been or will be charged.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Bank Account details for reimbursement by EFT if not already provided:

|               |  |             |  |
|---------------|--|-------------|--|
| Account Name: |  |             |  |
| BSB:          |  | Account No: |  |

Return to:  
ACA Finance Officer  
2/65 Tennant St  
Fyshwick ACT 2609  
[finance@croquet-australia.com.au](mailto:finance@croquet-australia.com.au)

Office Use:

|              |  |            |  |
|--------------|--|------------|--|
| Approved by: |  | Processed: |  |
|--------------|--|------------|--|