

POLICY

Travel

POLICY No: 3012

Effective 2007 (updated 2014)



THE POLICY

The purpose of this document is to recognise the need to contribute to the costs incurred by various people (paid & voluntary) representing/acting on behalf of SwimmingSA (SSA) with the bounds of South Australia (including Broken Hill). Should travel interstate or internationally be required all travel must be approved on a case by case basis by the General Manager prior to booking. The general policy will be that no person should be out of pocket for having represented Swimming SA in this manner. All transport, accommodation and expenses will be of economy class in nature and arranged in such a way as to minimise the cost to the association. The SwimmingSA Office will arrange all accommodation and car hire bookings. Approval to represent SwimmingSA must be approved by the General Manager (GM) and/or Board of Directors in advance of travel and claiming for costs.

Adoption of Strategies

Transport

- For distances less than 100km round trip from their home (volunteers) or SSA office (staff) personnel who are required to utilise public transport or taxi services are eligible for reimbursement of their expenses.
- For distances of more than 100km (and less than 300km) round trip from their home (volunteers) or SSA office (staff) personnel who drive a vehicle will be entitled to a km contribution towards their car expenses calculated at the rate approved by the Australian Taxation Office.
- For distances less than 300km where a hire car is necessary prior approval must be obtained from the GM.
- For distances greater than a 300km round trip from their home (volunteers) or SSA office (staff):
 - The SSA Office will arrange a hire car for the purpose of the trip or
 - Where the person opts to take their own vehicle, SSA will reimburse either (a) the cost of the fuel only or (b) a maximum of 300km at the ATO rate
- For transport where a flight option is available upon discussion with the GM personnel this method of transport may be approved.

Accommodation

- If travelling more than 100km from their home (volunteers) or SSA office (staff) and/or it is deemed necessary or appropriate for an overnight stay accommodation and costs will be arranged by the SSA office.

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Meals

- If travelling more than 100km from their home (volunteers) or SSA office (staff) are entitled to reimbursement of expenditure on meals to a maximum of \$60/day. Where available meals should be charged back to the room and invoiced by the accommodation back to SSA.

Expenses

- Entertaining expenses will be reimbursed in full, subject to the prior approval of the GM.

In the event that a SSA representative wishes to take a guest (spouse/child/other) with them, SSA will cover the cost of the accommodation (providing the guest utilises the room booked on behalf of the SSA Representative). All other costs (extra transport, meals and expenses) incurred by the SSA representatives guest must be paid for on check out and not included on the SSA account. Please note: SSA representatives guests are not covered by SwimmingSA insurance for travel and any claims relating to their status as a "guest" whilst travelling with a SSA representative.

Receipts and reimbursement forms must be submitted to accounts@sa.swimming.org.au within two months of the date of travel. Reimbursement will not be paid without submission of receipts.