

Background

It is the practice of OACT to reimburse members for out of pocket expenses incurred while performing authorised events/activities of the Association.

Scope

Event Administration and ad-hoc out of pocket expenses. This does not include mapping, regular and/or frequent activities and program administration (eg: Street-O, After School Care, Body and Brain etc) or other contractual arrangements.

Event Expenses

Expenses for travel, materials and other organisational costs incurred by members will be reimbursed.

Purchases of individual items (over \$20) need to be approved by at least 2 members of the OACT Board.

All budgeted expenditure for National Events (State Championship and above) need to be approved by at least 2 members of the OACT Board.

Where approval for payment is required, details must be forwarded to the Treasurer who will then seek approval.

Receipts for all items purchased in relation to an event must be provided to the Treasurer.

Travel Allowance

Travel Allowance will be paid at the following rates for events held outside the ACT metropolitan area:

- Standard rate: 40c / km
- Towing a trailer rate: 70c / km

As a guideline, Travel Allowance will be paid to the

- Event Organiser - up to 2 trips
- Course Planner - up to 4 trips
- Event Controller - up to 3 trips

Details of travel must be provided to the Treasurer. If possible, please include a receipt for your fuel.

Coach/Co-ordinator Expenses

(Blue Sparks, Blue Lightning, Canberra Cockatoos etc)

Out of pocket expenses up to \$20 will be reimbursed.

All expenses over \$20 need to be approved by at least 2 members of the OACT Board.

Details of these expenses must be forwarded to the Treasurer who will then seek approval.

Receipts for all items must be provided to the Treasurer.

Expenses for Accommodation at remote areas

Accommodation expenses for the Course Planner and Event Controller may also be reimbursed by OACT under the following circumstances:

- The event location is over 1.5 hours drive from Canberra.
- The planner & controller share accommodation where appropriate.

Claim Procedure

Unless otherwise stated, claims should reach the Treasurer within 30 days of the activity. Claims must include a valid Tax Invoice that clearly shows the total amount and the GST component, if any. OACT will aim to reimburse all substantiated claims within 30 days of receipt of the claim.

Coach/Co-ordinator Expense claims should be provided at least every six months - prior to April 30 and November 30 - to allow for processing before the end of the OACT Financial Year.

Expenses resulting from accidents or misadventure

Unfortunately Orienteering ACT is unable to reimburse any costs (including insurance excess costs) resulting from any accident, illness or misadventure that may occur whilst a volunteer is performing tasks for Orienteering ACT. Our insurance (via Orienteering Australia) does not cover these matters and we can not meet these costs. This applies to (but is not limited to) incidents such as motor vehicle accidents, speeding or parking fines, car break ins, damage to car undercarriage or car roof, tyre damage, hail damage to cars, water damage to cars, towing fees, theft or loss of personal property, medical evacuation, personal injury or illness. This is not an exhaustive list.