

OACT MEMBER EXPENSE REIMBURSEMENT

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 rate of 30c/km (Council Meeting 62 : 28-11-2013) for events held outside the ACT metropolitan area.

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.

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.

Claim Procedure:

Event Expense and Travel Allowance claims should reach the Treasurer within 30 days of the activity.

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.