



# Croquet Victoria

## Reimbursement of Travel and Accommodation Costs Policy

Adopted: 14<sup>th</sup> April 2011



# Reimbursement of Travel and Accommodation Costs Policy

## 1. Introduction

Much of the administration of Victorian Croquet Association, the implementation of VCA programs and officiating at VCA tournaments and events is carried out by volunteers. It is VCA Council's intention that volunteers are reimbursed out-of-pocket travel expenses incurred in administering VCA or in officiating at VCA 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 VCA tournaments as:

- 2.1. a member of VCA Committee of Management,
- 2.2. a member of a VCA Council sub-committee,
- 2.3. a VCA Council appointed official,
- 2.4. an official at a VCA tournament or event, or
- 2.5. a member with specific advance approval from VCA President, Vice-President, Secretary or Treasurer for reimbursement of expenses

are entitled to claim travel expenses if they so choose.

## 3. Reimbursement

Eligible members will be reimbursed on the following basis:

### 3.1. Travel

- 3.1.1. full reimbursement of rail/bus/tram travel using a Met ticket or V-Line ticket (preferred); or
- 3.1.2. if travel is by vehicle, reimbursement is calculated on the following basis – 10 litres of fuel per hundred kilometres travelled (or pro-rata).

### 3.2. Accommodation

reimbursement of accommodation expenses, on production of receipts, to a maximum of \$50 per night. Members are encouraged to accept offers of billeted accommodation when offered.

### 3.3. Meals

reimbursement of meals expenses will only be made when there is no opportunity to provide one's own meals (eg packed lunch or cooking own meals which can be done in holiday park cabins) and on production of receipts and to a maximum of \$25 per day (24 hour period).

## 4. Procedure

Claims are to be submitted on the attached form/s, which is/are to be posted or e-mailed to the Administrative Officer together with tickets and/or fuel or accommodation 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.

Administrative Officer will confirm with coordinator of the relative activity the claimant's entitlement to reimbursement and, when confirmed, settle the claim.

# VCA TRAVEL REIMBURSEMENT FOR VCA COMMITTEE MEMBERS

## CLAIM FORM

Affiliated members who volunteer their interest, expertise and time at VCA committee level (or as Appointed Officials) to support the current priorities and improve croquet are able to claim travel expenses if they so choose.

The current policy re the basis of reimbursement is:

- Full reimbursement of rail/bus/tram travel using a Met ticket or V-Line ticket (preferred);
- or
- If travel is by vehicle, reimbursement is calculated on the following basis – 10 litres of fuel per hundred kilometres travelled (or pro-rata).

Tournament players are ineligible for travel reimbursement.  
Claims should be submitted promptly (no claims after two months).

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### VCA TRAVEL CLAIM

NAME: ..... COMMITTEE:  
.....

DATE/S OF MEETINGS:  
.....

TRAVEL FROM: ..... TO:  
.....

And Return Yes/No.

Total Kilometres: .....

RECEIPTS FOR: Met ticket/s ..... V-Line ticket/s ..... Fuel .....

Bank Account Details (for reimbursement by EFT):

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

Postal Address (for payment by cheque): .....

..... Postcode .....

SIGNED: ..... DATE: .....

Please return to:

Treasurer VCA  
65 Nobel Banks Dve  
CAIRNLEA 3023

# VCA ACCOMMODATION PART REIMBURSEMENT FOR VCA VOLUNTEERS

## CLAIM FORM

Affiliated members who volunteer their interest, expertise and time under the auspices of the VCA 'Fixtures and Tournaments' and/or 'Referees' Committees are able to claim from the yearly budgeted allocation provided the endorsement of the Committee Chairperson is obtained.

The policy re the basis of part reimbursement for accommodation is:

- \$50 per night reimbursement where there is single occupancy;
- or
- \$30 per person per night where there are two or more persons sharing.

Tournament players are ineligible for reimbursement.

Claims should be submitted promptly (no claims after two months).

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### VCA ACCOMMODATION CLAIM

NAME: .....ACCOMMODATION VENUE:

.....

DATE/S: .....

REASON FOR ACCOMMODATION: Refereeing .... / Tournament Management ..... at

.....

RECEIPTS' DETAILS: Single (per night) .....

Shared (per night)

.....

Bank Account Details (for reimbursement by EFT):

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

Postal Address (for payment by cheque): .....

..... Postcode .....

SIGNED: ..... DATE: .....

Please return to:

Treasurer VCA  
65 Nobel Banks Dve  
CAIRNLEA 3023