

# **REIMBURSEMENT of TRAVEL & ACCOMMODATION EXPENSES**

## **Travel and Accommodation when on SARPA administrative duties**

*It is not intended that persons volunteering their time for SARPA administrative duties should be out of pocket in relation to travel & accommodation expenses. However, it is important that everyone is aware of what SARPA will and will not pay and also the need for restraint. Prior approval by the SARPA President or his delegate must be obtained before any expense is incurred. It should also be noted that SARPA "administrative duties" does not include State or National shooting Team representation.*

## **Travel expenses**

It is incumbent on all persons travelling on approved SARPA administrative duties to do so by the most economic and viable form of travel.

Persons engaged in approved SARPA administrative duties, eg attending Meetings, Competitions, Camps, Coaching etc will be entitled to claim the following, subject to the guidelines below:

- Reimbursement of actual fares paid, or
- A rate of 12c/km for travel by private car, up to the equivalent air fare and estimated extra expenses, or
- Reimbursement of car hire and petrol costs.

The following guidelines should be used when deciding the most appropriate method of travel.

## **Travel by private car.**

1. Reimbursed will be at a flat rate of 12c/km. This is intended to substantially meet petrol costs.
2. Each claim will be treated on its merits and the amount of reimbursement will be calculated by the SARPA Treasurer in consultation with the claimant and the SARPA President or his delegate.
3. If other persons are travelling to and/or from the same venues, shared travel in private vehicles is both sensible and the preferred option.
4. If a private vehicle is being used on approved SARPA administrative duties and is involved in an accident SARPA will reimburse the amount of that vehicle's Insurance excess where one applies but only if that excess is not recoverable from a third party. It is strongly recommended that any vehicle being used on SARPA administrative duties is comprehensively insured (this is the owners responsibility)

## **Travel by air, hire car or other public transport**

If the President or his delegate has authorised travel by air &/or hire car etc, then:

1. Bookings should be made through the Sport Administrator and as early as possible in order to obtain the best available price.
2. Reimbursement for air travel will be for economy class travel only.
3. Reimbursement for hire cars will be for the cost of hire including insurances and cost of petrol used.
4. SARPA will not reimburse costs associated with changes to any travel bookings except where such changes were authorised by SARPA.

## All other travel costs

SARPA will reimburse:

1. Any reasonable out of pocket expenses for local travel and
2. Any reasonable claims for taxi fares relating to and from the airport and home, airport and accommodation etc. Taxis should be shared when possible.
3. Car parking at airports will be reimbursed provided the total cost is less than the cost of a return taxi fare,
4. Any other reasonable costs for travel related expenditure will be considered on their merits.

## Accommodation Expenses

Accommodation is paid, where possible, on the basis of twin-share room occupied by two SARPA officers performing administrative duties on behalf of SARPA.

- It is not expected that members of the opposite sex will be required to share accommodation.
- It is not appropriate that adults and juniors share accommodation unless they are related or parental approval, in writing, has been obtained
- Non smokers will not normally be asked to share with smokers .If inadvertently this does occur then common courtesy would dictate that smoking inside a shared room will not occur.

Where accommodation is required, it should be arranged through the SARPA office.

## Other expenses

SARPA will pay \$15 towards the cost of an evening meal and \$7.50 for breakfast for those absent from home overnight on approved SARPA administrative duties.

## Receipts

All reimbursement requests must be made using the *SARPA Claim pro forma*. This document must be appropriately authorised and accompanied by *original receipts*. Reimbursement claims for kilometres travelled only must also be made using the SARPA Claim pro forma doc,

## Prior Approval

To enable effective control of SARPA financial resources and personnel management, it is imperative that **authorisation** is obtained from the President or the President's delegate, prior to incurring any Travel or Accommodation expense.

Expenses incurred with-out prior approval will not be reimbursed.

## Disputes / Appeals

**After hearing the personal representation of the claimant, the final decision on any dispute over the reimbursement of expenses will be determined by a majority vote at the next scheduled SARPA Executive meeting which is constitutionally competent to deal with the matter.**