



Australian
Calisthenic
Federation

Expense Management Policy

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Australian Government
Australian Sports Commission

PREFACE

Volunteers of the Australian Calisthenic Federation (ACF) may on occasion be required to personally fund expenses associated with the conduct of their ACF position. ACF is grateful for all volunteer effort and will reimburse expenses in accordance with this policy.

Elizabeth Kratzel
President

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1. PURPOSE

- 1.1 The purpose of this policy is to stipulate the:
- (a) circumstances under which ACF will reimburse expenses.
 - (b) process for reimbursement.

2. SCOPE

- 2.1 This Policy applies to the following volunteers of:
- (a) all ACF committees including sub committees and State Associations attending to ACF matters.
 - (b) any Director or Delegate acting on authorised ACF business.

3. RESPONSIBILITIES

- 3.1 It is the responsibility of Directors to ensure that all volunteers within their committee or association are aware of and familiar with this policy.
- 3.2 It is the responsibility of all volunteers to ensure that their applications for reimbursement conform to this policy.

4. PROCEDURES

- 4.1 ACF will reimburse its volunteers expenses incurred by them on behalf of ACF or in the course of ACF business so long as such expenses are:
- (a) reasonable and
 - (b) authorised.
- 4.2 Reimbursement of reasonable but unauthorised expenses may be made on an ex gratia basis at the discretion of the Director of Finance in consultation with the Committee of Management in exceptional circumstances only.

5. PROHIBITED REIMBURSEMENTS

- 5.1 ACF will not reimburse:
- (a) expenses that are not incurred for ACF purposes

- (b) late payment interest on credit cards
- (c) parking, traffic or other fines and penalties
- (d) payments in advance

6. TRAVEL EXPENSES

6.1 Volunteers will be reimbursed for the:

- (a) most direct and economical mode of travel available, considering all of the circumstances. It is the volunteer's responsibility to ensure that they review all options of travel and airlines to ensure that the best comparable price is charged and to share taxis whenever possible.
- (b) total cost of their air travel within two months of the date of that travel if deemed reasonable and if ample notice of the need for the booking is provided. If the travel is booked between one and two months before required, ACF will reimburse up to \$500.00 of that travel. If the travel is booked within a month of being required, ACF will reimburse to a maximum of \$250.00.
- (c) cost of airport parking to a fair and reasonable amount. This is capped at a maximum of \$60.00 per day.

6.2 Volunteers will not be reimbursed for:

- (a) additional costs incurred by taking indirect routes or making stopovers for personal reasons to different cities.
- (b) wear and tear of volunteer's own vehicle for ACF-related travel unless approved by the ACF Director of Finance.
- (c) charges for carbon omission offset which the airlines offer as an option when booking.
- (d) trip cancellation insurance.

7. ACCOMODATION EXPENSES

7.1 Where appropriate, ACF will book and pay for accommodation required to attend meetings and/or function however ACF will not reimburse volunteers for:

- (a) items of a personal nature charged to a hotel account.
- (b) the total accommodation cost when shared with a relative.

7.2 Volunteers are expected to share accomodation and Directors granted the option of private rooms.

8. MEALS

- 8.1 ACF will provide lunch at approved meetings and/or functions. An allowance of \$30.00 per volunteer towards dinner expenses will also be approved should a meeting and/or function go over two days duration. Any alcohol is at the volunteer's expense.

9. REIMBURSEMENT

- 9.1 Claims must be lodged within three months of incurring them. Any claim request lodged outside this period will not be reimbursed.
- 9.2 A Claim Form (Attachment A) **must** be included with any claim of expense.
- 9.3 Claims must, wherever possible, be supported with receipts, invoices, vouchers, tickets, or other evidence of such expenditure. The Director of Finance can reject any unsubstantiated claims.
- 9.4 All expenses must be paid in full by the volunteer and will be reimbursed within two weeks when the appropriate documentation has been completed.

10. HONORARIUMS

- 10.1 An honorarium of \$650 will be paid to the President, Director of Competitions, Director of Finance, Director of Planning, Director of Marketing, the Executive Officer and Immediate Past President if applicable. An Honorarium of \$650 will be paid the Director of AAB, Director of EAB and the Director of ACFCC. This payment is to help alleviate costs associated with performing the position, which the individual holds within ACF. The honorarium covers the following items and unless specifically stated otherwise, these are not claimable outside the honorarium during the year:
- (a) stationery including cartridges.
 - (b) telephone calls and bills.
 - (c) fuel.
 - (d) road toll charges.
- 10.2 If a Committee of Management member incurs an extraordinary expense considered outside these guidelines, reimbursement can be approved by the Committee of Management.

11 EXPENSE CLAIM FORM - ATTACHMENT A

Name:	Postal address for cheque or account details for EFT:			
	Bank BSB:		Account No:	
	Bank:		Account Name:	
Official Capacity:	Date/s of expenditure:			
Reason for the claim: (eg: AAB Meeting)				
Expenditure eg Parking	Amount \$	Allocate to: eg AAB	Payable to: if other than self include address	Comments (optional)
TOTAL	\$			
Signature:			Date:	