

Club Policy – Reimbursement of Club-Related Expenses

Purpose

To provide guidance for everybody about how reimbursement of club-related expenses shall be handled.

Broad aims

1. Recognise that as a volunteer club, sometimes people incur expenses 'over and above' that which would have been normally incurred with participation in activities as a member.

General policy provisions

1. **Common examples** – these might include significant additional distance travelled, additional fuel consumption arising from towing a trailer, picking up additional supplies for broader club member benefit.
2. **Over-arching principle** – individuals that have provided 'over and above' contribution toward a trip/activity should not be directly out of pocket.
3. **Costs to be shared** - where reasonably foreseeable and practical, direct costs associated with a particular trip or activity – such costs should be apportioned between participating members as a 'group cost'. It may not be practical in all instances.
4. **Requests to be sent through** – should be sent through by email to club treasurer in the first instance.
5. **Transport related costs** - Requests for transport related costs should generally include the following:
 - Distance travelled
 - Fuel cost/litre- eg \$1.60/litre.
 - Typical fuel consumption – eg 10L/100km.
 - Actual fuel consumption due to towing eg 14L/100km,

It does need to be simply acknowledged by that fuel is but one of a number of vehicle related expenses incurred by individuals, even if not being reimbursed.

6. **Approval by Club Executive.**
7. **Reimbursement by electronic transfer.**

Footnote: *This policy will may be regularly reviewed and may be amended over time.*