



## **BOARD & COMMITTEE REIMBURSEMENT POLICY**

<b>Adopted or Amended</b>	<b>By Whom</b>	<b>Date</b>
Adopted	Board of Directors	August 2002
Amended	Board of Directors	November 2005
Amended	Board of Directors	November 2006
Amended	Board of Directors	24 April 2007
Amended	Board of Directors	28 January 2009
Amended	Board of Directors	30 September 2009
Reviewed	Board of Directors	27 October 2010
Reviewed	Board of Directors	26 October 2011
Reviewed	Board of Directors	30 October 2012
Amended	Board of Directors	2 December 2014
Reviewed	Board of Directors	1 November 2016
Reviewed	Board of Directors	31 October 2017

# BOARD REIMBURSEMENT

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Expenses incurred as a result of carrying out the duties of your Directorship will be reimbursed on a quarterly basis in arrears in June, September, December and March of each year.

*What expenses can be claimed under this policy:*

- Travel (door-to-door) to and from all Board Meetings
- Travel (door-to-door) to and from all Committee Meetings that you are appointed to.
- Travel (door-to-door) to and from all Committee Meetings that you are directed by the President or the Board to attend
- Travel (door-to-door) to and from all Forum Meetings
- Travel (door-to-door) to and from the Annual General Meeting
- Telephone calls (copies of bills must be provided; local calls to \$5 a month)
- Internet access fees and charges (copies of bills must be provided)
- Printer cartridges (copies of receipts must be provided)
- Travel (door-to-door) when attending business / functions etc. on behalf of the Company
- Travel (door-to-door) to and from all Company Championships held outside the Metropolitan area (as defined in GR 5.4 of the Company Rules) that you are directed by the President or the Board to attend
- Additional expenses may be claimed up to a limit of \$50 per transaction without the need for receipts eg meals.

*What cannot be claimed under this policy:*

- Travel (door-to-door) to and from all Company Championships when working as a Technical Official

*Points to note:*

- The Company will provide reams of A4 paper as and when required.
- Reimbursements will be paid by direct credit into the nominated bank account of your choice.
- Mileage will be reimbursed at a rate of \$0.40 per kilometre.

This reimbursement policy is effective from immediately and will be reviewed on an annual basis and as otherwise required.

# COMMITTEE REIMBURSEMENT

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Swimming New South Wales Ltd relies on the contribution of thousands of volunteers to ensure the success, support and development of swimmers throughout NSW. The Company's committee members form an integral part of this volunteer community and this Reimbursement Policy was developed to assist the members in their expenses in attending Committee Meetings.

The reimbursement is NOT a payment for the committee member's time or expertise but attempts to assist with their annual cost of travel to attend Committee Meetings.

Expenses incurred in attending the meetings of the committee to which members are elected / appointed will be reimbursed on a half-yearly basis, in arrears, in February and August of each year.

*What expenses can be claimed under this policy:*

- Travel (door-to-door) to and from all Committee Meetings you are elected / appointed to

*What amount will be reimbursed:*

Public Transport

- In the instance where public transport is used, the cost of the fare will be reimbursed. A receipt is required

Private Transport

- For those Committee members that use their own vehicle to attend the meeting a payment of \$15.00 per meeting will be reimbursed.
- In the instance where the Committee member uses their own vehicle and their return journey exceeds 100 Kilometers, an additional reimbursement of \$0.30 cents per kilometer will apply for those Committee members.
- In the instance where a Committee member travels part of the way using their own vehicle, payment will be based on the following:-

If the Committee member exceeds 100 kilometers return then a payment of \$15.00 plus the additional kilometer rate of \$0.30 cents per Kilometer will be paid.

Example Member "A" travels 120 kilometers return. Amount of payment for member "A" would be \$21.00, being standard payment of \$15.00 plus additional 20 Kilometer's @ \$0.30 cents per kilometer = \$6.00.

- In the event that member "A" links up with member "B" who then uses their vehicle and jointly they travel a further 50 Kilometer's to member "C" then member "B" would also be entitled to claim payment of \$15.00. If the final leg of the journey is then completed by member "C" who travels 230 kilometer's return then member "C" reimbursement would be \$54.00 being \$15.00 payment plus additional payment of \$39.00 being excess kilometers of 130 @ \$0.30 cents per kilometer.

*Points to note:*

- Each Committee member must sign the Committee Meeting Attendance form at each Committee Meeting they attend. This Committee Meeting Attendance form must be verified and signed off by the liaison Director at each Committee Meeting.
- Reimbursements will be paid by cheque in February and August of each year.

This reimbursement policy is effective immediately and will be reviewed on an annual basis and as otherwise required.



swimming  
new south wales

SWIMMING NEW SOUTH WALES LTD.

BOARD MEMBER EXPENSE REIMBURSEMENT

NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_

DATE	PLACE AND REASON FOR EXPENDITURE	RETURN KILOMETRES	TOTAL AMOUNT	ACCOUNT CODE (Office Use)

I certify the above expenditure was incurred properly in the course of my duties as a Board member and does not include items of a personal nature.

SIGNED: \_\_\_\_\_

DATE: \_\_\_\_\_



# SWIMMING NEW SOUTH WALES LTD. COMMITTEE MEETING ATTENDANCE

COMMITTEE: \_\_\_\_\_

MONTH: \_\_\_\_\_

NAME	CAR POOLED (Y / N)	OWN VEHICLE USED (Y / N)	RETURN KILOMETRES	PUBLIC TRANSPORT COST (if used)	SIGNATURE

SIGNED BY DIRECTOR: \_\_\_\_\_

DATE: \_\_\_\_\_