



# **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
Reviewed	Board of Directors	29 January 2019
Reviewed	Board of Directors	9 <sup>th</sup> February 2021
Amended	Board of Directors	30 <sup>th</sup> May 2023

## 1. BOARD REIMBURSEMENT

Expenses incurred when carrying out directorship duties will be reimbursed.

*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
- Travel (door-to-door) to and from all Committee Meetings as requested by the President
- Travel (door-to-door) to and from the Annual General Meeting
- 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) when requested by the President to attend
- Additional meal, accommodation and incidental expenses incurred while travelling for work.

*What cannot be claimed under this policy:*

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

*Points to note:*

- Reimbursements will be paid directly into the nominated bank account.

## 2. COMMITTEE REIMBURSEMENT

Swimming New South Wales Ltd relies on the contribution of thousands of volunteers to ensure the success, support, and development of swimmers throughout NSW and the ACT. The Company's Committee members form an integral part of this volunteer community.

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.

*What expenses can be claimed under this policy:*

- Travel (door-to-door) to and from all Committee Meetings
- Travel (door-to-door) to and from all meetings and events where you are requested to present by the CEO
- In the instance where public transport is used, the cost of the fare will be reimbursed. A receipt is required
- Requests for reimbursement of other miscellaneous costs incurred must be provided to the CEO for approval.

## 3. REIMBURSEMENT RATES

Item No	Description	Amount
	Breakfast	Maximum of \$29.90
	Lunch	Maximum of \$33.65
	Dinner	Maximum of \$57.30

2	<b>Incidental expenses when claiming actual expenses – all locations</b>	\$21.30
3	<b>Use of private motor vehicle</b>	Cents per kilometre
	Official business	87*

\* e.g. number of km's travelled x .87

- Economy class travel should be used for all official travel. For all official travel, the lowest logical fare of the day must be used for all domestic flights. This is the cheapest fare that meets the traveller's logistical needs.
- For all official travel, SNSW will reimburse train, taxi and Uber (whichever provides the most efficient and economical option) travel to and from the airport. Toll expenses incurred as part of approved travel can also be reimbursed.
- Where available, at a location, the overnight accommodation to be occupied for official travel shall be the middle of the range standard, referred to generally as three-star accommodation.

All approvals of expenditure related to Board and Committee Reimbursement will be undertaken in accordance with the SNSW Delegations of Authorities Policy.

SWIMMING NEW SOUTH WALES LTD.  
EXPENSE REIMBURSEMENT FORM

**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 official duties and does not include items of a personal nature.

**SIGNED:** \_\_\_\_\_ **DATE:** \_\_\_\_\_