# Travel Reimbursement policy

## 1.1 Overview

It is the policy of New South Wales Amateur Pistol Association (NSWAPA) to reimburse staff, Executive Committee, Directors, Team Managers, Judges and Coaches for reasonable and necessary expenses incurred during approved and designated travel.

Those seeking reimbursement should incur the lowest reasonable travel expenses and exercise care to avoid impropriety or the appearance of impropriety. Reimbursement is allowed only when reimbursement has not been, and will not be, received from other sources. If a circumstance arises that is not specifically covered in this travel policy, then the most conservative course of action should be taken and endorsed by the Executive Committee.

## 1.2 Authorization and responsibility

All travel must be authorized. Travelers should verify that planned travel is eligible for reimbursement before making travel arrangements. Within 30 days of completion of a trip, the traveller must submit a travel reimbursement to their director in the appropriate form with supporting documentation, to obtain reimbursement of expenses.

Discipline directors and team managers have the authority to approve their own travel, provided that it complies with this policy.

The Executive Committee may review expenditures and withhold reimbursement if there is reason to believe that the expenditures are inappropriate or extravagant.

## 1.3 Personal funds

Travelers should review reimbursement guidelines before spending personal funds for travel to determine if such expenses are reimbursable. See Section II: Travel Expenses/Procedures for details. NSWAPA reserves the right to deny reimbursement of travel-related expenses for failure to comply with policies and procedures.

Travelers who use personal funds to facilitate travel arrangements will not be reimbursed until after the trip has ended and proper documentation is submitted.

## 1.4 Holiday in conjunction with official travel

In cases in which holiday time is added to a trip, any cost variance in airfare, car rental or lodging must be clearly identified on the travel request form. NSWAPA will not prepay any personal expenses with the intention of being "repaid" at a later time, nor will any personal expenses be reimbursed.

## 1.5 Exceptions

Occasionally it may be necessary for travellers to request exceptions to this travel policy. Requests for exceptions to the policy must be made in writing and approved by the executive committee at least 28 days prior to travelling. The Executive Committee may consider emergency travel requests in writing where exigent, compassionate or extraordinary circumstances are involved.

### 1.5.1 Disciplines with shared peak bodies

Where the administration of a discipline is shared with another state peak body, the per person reimbursement amount is fixed at $500 per person.

## 2.1 Travel Expenses/Procedures

### 2.1.1 *Definitions*

**Eligible Person** – A member of the executive, an appointed director or team manager, a judge, referee or coach as appointed by their director, a team member or any other person approved to travel by the Executive Committee.

**Ineligible Person** – A person not capitated with the NSWAPA, spouses, children or relatives of eligible persons. Any person attending an event but not appointed in an official capacity by their director, team manager or the Executive Committee. Anyone blacklisted under section 2.5 of this policy.

***General information***
All travel must be authorised prior to making a booking. For the avoidance of doubt, selection on a State Representative Team is considered authorisation to book appropriate travel plans within the guidance of the relevant team manager and this policy.

Requests for reimbursements of travel-related expenses are submitted on a travel reimbursement form. This form must be accompanied by supporting documentation.

These forms must be submitted to the appropriate director within 30 days of the trip completion. Travel reimbursement forms not submitted within this time frame require exception approval from the Executive Committee and reasonable justification must be provided by the traveller.

Reimbursement of travel expenses is based on documentation of reasonable and actual expenses supported by the original, itemized receipts where required. Reimbursements that may be paid by NSWAPA are shown below.

**Peak Body –** An organisation which administers and controls competition circuits for shooting disciplines.

**2.2.1 Permissible travel expenses**
The NSWAPA may require travellers to book via an approved travel agent within a specific timeframe. In some cases, the NSWAPA will make these bookings on behalf of the traveller. Any booking paid for directly by the NSWAPA cannot be reimbursed to the traveller.

**2.2.2 Airfare.** Travellers are expected to obtain the lowest available airfare that reasonably meets travel needs.

Travelers are encouraged to book flights <u>at least 3 months in advance</u> to avoid premium airfare pricing. Tickets purchased after this may not be fully reimbursed.

Economy class tickets must be purchased for domestic or international flights.

If the fare was not prepaid by the NSWAPA and reimbursement is sought, an original itemized airline receipt, an e-ticket receipt/statement or an Internet receipt/statement is required. The receipt must show the method of payment and indicate that payment was made.

Consideration must be given towards baggage limits when making bookings to minimise costs. Reimbursement of excess baggage costs is at the discretion of the relevant director or team manager.

Where the NSWAPA has booked airfare(s) for a person and that person, without prior notice, extenuating circumstances or reasonable excuse, fails to use that airfare(s), that person will be liable for the expenses incurred by that booking.

**2.2.3 Rail transportation.** Travellers are expected to obtain the lowest available train fare that reasonably meets travel needs.

**2.2.4 National competition registration and match fees.** Competing team members may apply for the full amount of registration and match fees for those matches they have been selected for. Any other matches they wish to enter will be at their own expense.

**2.2.5 Rail transportation.** If the fare was not prepaid by the NSWAPA and reimbursement is sought, an original itemized receipt, an e-ticket receipt/statement or an Internet receipt/statement is required. The receipt must show the method of payment and indicate that payment was made.

**2.2.6 Domestic Vehicle Travel.** A valid driver's license issued within Australia and personal automobile insurance are required for expenses to be reimbursed. Drivers should be aware of the extent of coverage (if any) provided by their vehicle insurance provider for travel of this purpose.

The most direct route from the traveller's home to the approved venue must be taken. A travel reimbursement form is required for reimbursement of all vehicle-related travel.

Reimbursement for use of a personal automobile is based on the NSWAPA cents per kilometre rate of A$0.55 per kilometre.

Reimbursement for domestic vehicle travel is capped at the lowest return domestic airfare calculated 3 months prior to travel.

Only one reimbursement claim per vehicle can be made. Where other, ineligible persons travel in the vehicle, the reimbursement amount must be divided equally between the eligible persons and ineligible persons. Examples:

| 300km each way @ $0.55/km = $330 | | | | |
|---|---|---|---|---|
| Eligible Persons | Any | Any | Any | Any |
| Ineligible Persons | 0 | 1 | 2 | 3 |
| Reimbursement due | $330 | $165 | $110 | $82.50 |

Relating to State Squad events (eg. Nationals), where the NSWAPA has provided hired vehicles for the purposes of transporting the Team to and from the event, when a person elects to hire or use their own transportation, that transportation will not be eligible for reimbursement.

**2.2.7 Accommodation.** The cost of overnight accommodation will be reimbursed to the traveller if the authorized travel is 100km or more from the traveller's home.

Exceptions to this restriction may be approved in writing by the Executive Committee, director or team manager.

NSWAPA will reimburse expenses at reasonable, single occupancy tariffs to a maximum of $185 per room per night.

Only single room rates are authorised for payment or reimbursement unless other travellers are eligible persons. If the lodging receipt shows more than a single occupancy, the single room rate must be noted. If reimbursement for more than the single room rate is requested, the name of the other persons must be included.

Only one reimbursement claim per room can be made. Where other, ineligible persons stay in a room, the reimbursement amount must be divided equally between the eligible persons and ineligible persons. It is expected that ineligible persons will pay their share of accommodation. Examples:

| Total cost of room: $1,000 | | | | |
|---|---|---|---|---|
| Eligible persons | Any | Any | Any | Any |
| Ineligible persons | 0 | 1 | 2 | 3 |
| Reimbursement due | $1,000 | $500 | $333 | $250 |

Relating to State Squad events (eg. Nationals), where the NSWAPA has made a group booking for the purposes of keeping the Team together for the event, when a person elects to find their own accommodation, that accommodation will not be eligible for reimbursement.

Where the NSWAPA has booked accommodation for a person and that person, without prior notice, extenuating circumstances or reasonable excuse, fails to use that accommodation, that person will be liable for the expenses incurred by that booking.

**2.2.8 Meals (per diem).** Per diem allowances are reimbursable for interstate, or intrastate overnight travel that is 100km or more from the traveller’s home.

Per diem reimbursements are based on departure and return times over the entire 24-hour day and are prorated accordingly.

The per diem rate for meals is capped at $35. This may be spread over multiple meals and transactions.

If a free meal is served on the plane, included in a registration fee, provided by a course, built into the standard, single hotel room rate or replaced by a legitimate meal, the per diem allowance for that meal may not be claimed.

Per diem allowances are reimbursed after the trip is completed.

**2.2.9 Nationals Presentation Dinners –** Where tickets are sold for a formal presentation dinner, the cost of the ticket may be reimbursed for eligible persons under the discretion of the relevant team manager. Where tickets are not sold, the per diem meal rate (section 2.2.8) of this policy applies.

**2.2.10 Tolls.** Original receipts are required for tolls totalling $10 or more.

**2.2.11 Visa, passport fees and immunizations.** If these items are required for international travel, their reimbursement is left to the discretion of the Executive Committee. If approved, original itemized receipts are required.

**2.2.12 Parking** – Where an eligible person is travelling via public transport, parking at an airport, train or bus station may be claimed. Where available the lowest cost parking areas must be used. A receipt must be provided.

**2.3.1 Non-claimable Travel Expenses**

The following Items that may be associated with business travel will not be reimbursed by NSWAPA:

- Airline club memberships.
- Airline upgrades.
- Business class or first class for all flights.
- Childcare, babysitting, house-sitting, or pet-sitting/kennel charges.
- Commuting between accommodation and host club.
- Costs incurred by traveller's failure to cancel travel or hotel reservations in a timely fashion.
- Evening or formal wear expenses.
- Haircuts and personal grooming.
- Laundry and dry cleaning.
- Passports, vaccinations and visas when not required as a specific and necessary condition of travel.
- Personal entertainment expenses, including in-flight movies, headsets, health club facilities, hotel pay-per-view movies, in-theatre movies, social activities and related incidental costs.
- Rental vehicles without prior authorisation.
- Travel accident insurance premiums or purchase of additional travel insurance.
- Other expenses not directly related to the relevant travel.

**2.3.2 Travel for Non-Employees -** Additional costs for travel, lodging, meal or other travel expenses for spouses or other family members will not be reimbursed unless the individual has a bona fide purpose for engaging in the travel or attending the event.

**2.4 Appeals -** Where a traveller considers the reimbursement amount is not correct, they may appeal in writing to the Executive Committee. A decision on the appeal will be made at the next scheduled Executive Committee meeting.  The decision of the Executive Committee on that appeal is final.

**2.5 Violations -** Any attempt to deliberately circumvent this policy or if actions which seek to defraud or deceive the NSWAPA or false and misleading information relating to travel expenses are provided, this may result in reimbursement for the whole trip being refused and that person being blacklisted from travel reimbursement for life. The NSWAPA reserves the right to report such matters to law enforcement if a criminal offense is suspected.