



## **SOUTH AUSTRALIAN REVOLVER & PISTOL ASSOCIATION Inc**

### **Guide to Travel and Accommodation Expense & Reimbursement Procedures**

#### **Purpose**

*It is not intended that persons volunteering their time for **SARPA** administrative duties should be out of pocket in relation to travel & accommodation expenses. However, it is important that everyone is aware of what **SARPA** will and will not reimburse.*

#### **Approval**

Travel and accommodation expenses will only be reimbursed for persons who are travelling on approved **SARPA** administrative duties.

Prior authorisation by the **SARPA** President or his delegate must be obtained before any expense is incurred.

#### **Travel expenses**

It is incumbent on all persons travelling on approved **SARPA** administrative duties to do so by the most economic and viable form of travel.

Persons engaged in approved **SARPA** administrative duties, eg attending Meetings, Competitions, Camps, Coaching etc will be entitled to claim the following, subject to the guidelines below:

- Reimbursement of actual fares paid, or
- Upon a Tax Fuel Receipt for travel by private car, up to the equivalent air fare and estimated extra expenses, or
- Reimbursement of car hire and petrol costs.

The following guidelines should be used when deciding the most appropriate method of travel.

#### **Travel by private car.**

1. Payment will be made on Tax Fuel Receipt.
2. Each claim will be treated on its merits and the amount of reimbursement will be calculated by the **SARPA** Treasurer in consultation with the claimant and the **SARPA** President or his delegate.
3. If other persons are travelling to and/or from the same venues, shared travel in private vehicles is both sensible and the preferred option.
4. If a private vehicle is being used on approved **SARPA** administrative duties and is involved in an accident **SARPA** will reimburse the amount of that vehicle's Insurance excess where one applies but only if that excess is not recoverable from a third party. It is strongly recommended that any vehicle being used on **SARPA** administrative duties is comprehensively insured (this is the owners responsibility)



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#### **Travel by air, hire car or other public transport**

If the President or his delegate has authorised travel by air &/or hire car etc, then:

1. Bookings should be made through the SARPA Office and as early as possible in order to obtain the best available price.
2. Reimbursement for air travel will be for economy class travel only.
3. Reimbursement for hire cars will be for the cost of hire for the smallest most suitable vehicle only and will include insurances and cost of petrol used.
4. **SARPA** will not reimburse costs associated with changes to any travel bookings except where such changes were authorised by **SARPA**.

#### **All other travel costs**

**SARPA** will reimburse:

1. Any reasonable out of pocket expenses for local travel.
2. Any reasonable claims for taxi fares relating to and from the airport and home, airport and accommodation etc. Taxis should be shared when possible.
3. Car parking at airports will be reimbursed provided the total cost is less than the cost of a return taxi fare.
4. Any other reasonable costs for travel related expenditure will be considered on their merits.

#### **Accommodation expenses**

Accommodation is paid, on the basis of twin-share room occupied by two **SARPA** officers performing administrative duties on behalf of **SARPA**.

- It is not expected that members of the opposite sex will be required to share accommodation.
- It is not expected that adults and juniors share accommodation unless they are related or parental approval, in writing, has been obtained
- Non smokers will not normally be asked to share with smokers. If inadvertently this does occur then common courtesy would dictate that smoking inside a shared room will not occur.

**All accommodation should be arranged through the SARPA office.**

#### **Other expenses**

SARPA will pay \$15.00 towards the cost of an evening meal and \$7.50 for breakfast per person for those absent from home overnight on approved SARPA administrative duties.



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#### **Claims process**

All reimbursement requests must be made using the **SARPA Expenses Claim Form** this form is available on request from the Secretary. The form must be appropriately authorised, accompanied by receipts and be submitted in a timely manner.

#### **Receipts**

Original receipts for all expenses must be provided with the Expenses Claim Form, a Statutory Declaration may be required for expenses not covered by an original receipt.

#### **Expenditure authorisation**

To enable effective control of SARPA financial resources and personnel management, it is imperative that **authorisation** is obtained from the President or the President's delegate, prior to incurring any travel or accommodation expense.

*It should be noted that SARPA "administrative duties" does not include State or National shooting Team representation.*

**Expenses incurred with-out prior authorisation may not be reimbursed.**

#### **Disputes / Appeals**

After hearing the personal representation of the claimant, the final decision on any dispute over the reimbursement of expenses will be determined by a majority vote at the next scheduled SARPA Executive meeting which is constitutionally competent to deal with the matter.