



## **DLRA Policy EXPENSE REIMBURSEMENT FOR VOLUNTEERS POLICY**

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### **INTERPRETATION**

This expense policy for volunteers takes effect on **1st August 2016**.

In this expense policy, references to DLRA should be read as references to the Dry Lakes Racers Australia (DLRA)

### **SCOPE**

This policy applies to all DLRA volunteers undertaking travel on the DLRA's behalf, in a pre-approved, DLRA appointed role.

### **DEFINITION**

#### **Volunteers**

Unpaid/Honorary representatives engaged on authorised and approved DLRA business.

### **ELIGIBLE ACTIVITIES**

Subject to pre-approval, eligible activities are contained in Schedule 1 of this policy.

### **VALID TAX RECEIPT**

A Tax Receipt that contains the following elements:

- Suppliers name and ABN
- Date of issue
- Description of goods or service sold; and
- Total price of the sale (inc GST or GST listed separately)

Note that Credit card receipts are NOT a valid tax receipt.



# DLRA Policy

## EXPENSE REIMBURSEMENT FOR VOLUNTEERS

### POLICY

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#### **POLICY OBJECTIVE**

To define the types of expenses for which DLRA appointed officials, whilst in a voluntary capacity, may be reimbursed, and provide reimbursement limits to ensure expenses are incurred in a fiscally responsible manner avoiding unnecessary and excessive expenses.

#### **POLICY STATEMENT**

The DLRA recognises the need for appointed volunteers to undertake travel on DLRA's behalf, and the need for some out of pocket expenses to be reimbursed. This Policy seeks to define the DLRA Corporate standards for expenses, at a standard commensurate with the DLRA commercial profile, finite financial resources and in accordance with audit requirements.

The DLRA will reimburse individuals for reasonable expenses whilst participating in an eligible activity (refer to Schedule 1). It is imperative that all claims are submitted in accordance with the DLRA volunteer expense claim form. Expenses will only be covered for the period that the individual's assigned role requires. Any additional expense costs outside of this period will be borne by the individual. Individuals will be responsible for any extra costs in relation to attendance of partners/friends etc.

The DLRA will reimburse only the ACTUAL expenditure or UP TO the prescribed maximum where the actual expenditure is greater than the prescribed maximum. Each and every claim must have attached to the claim tax receipts in support of the claim. Credit Card vouchers are not acceptable as a tax receipt.

#### **1. Meals**

Whilst away on DLRA business the actual and reasonable cost of breakfast, lunch and dinner will be reimbursed in the absence of a prepaid organised meal being provided. These expenses will be reimbursed upon presentation of a valid tax receipt up to the following limits per person:

##### **1.1. Meal reimbursement limits**

Claimable expense reimbursement limit per day;

Breakfast \$25

Lunch \$15

Dinner \$45

If claiming the cost of a group meal the names of all individuals who are eligible for reimbursement should be listed on the reverse of the tax receipt. Unless previously authorised by the President, the DLRA will not reimburse for alcohol or tips paid.

#### **2. Accommodation**

Accommodation expenses are covered in the DLRA Travel Policy.

For a multi-day event, accommodation will be provided for the nights in between event days, if they are required to travel in excess of 100km (one way) from their home location and the event organiser has not provided accommodation. E.g. Event starts Saturday 8.00am and finishes Sunday 4.00pm. Saturday night accommodation will be paid for by the DLRA if required.

The DLRA recognises that in some instances, accommodation may be required for the night prior to or after the event. In this case accommodation may be provided based on pre-approval from the DLRA Manager - Training and Officials or their delegate.



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All accommodation for International events or National events must be booked by the DLRA Travel Coordinator.

Any events below a National event requiring accommodation must be booked by the Volunteer directly with the hotel and will be reimbursed upon submission of a completed DLRA Expense Reimbursement form with a copy of the tax invoice / receipt attached.

### **3. Air travel**

Please see the DLRA Travel Policy. Any such travel must have written prior approval and authorisation has been granted by the DLRA CEO or delegate. All air travel must be booked through the DLRA Travel Coordinator.

### **4. Private Vehicle Use / Fuel**

Carpooling should be considered where appropriate to reduce the economic and environmental implications of travel. The DLRA appointed volunteers may be reimbursed for using their private vehicles to perform authorised and approved DLRA duties.

Volunteers will be reimbursed fuel expenses upon presentation of a tax receipt. The vehicle must be fully fuelled at the start of the journey, and then refilled upon return to the home location, with the refill expense being the amount to be claimed, with the odometer readings from the start and end of the journey provided.

### **DELEGATIONS/AUTHORISATION/RESPONSIBILITIES**

1. The President will be responsible for approving Board and Commission/Committee related expenses.
2. The DLRA Manager - Training and Officials or their delegate is responsible for authorising expenses in all states.
3. The President is responsible for authorising National level (and above) events expenses in all states.

### **RELATED POLICIES**

Travel Policy

### **OTHER LINKS AND REFERENCES**

DLRA Volunteer Expense Claim Application

### **POLICY MANAGER**

Financial Controller Sport & Club  
Development Department

### **POLICY STAKEHOLDERS**

Department: Finance  
DLRA appointed volunteers



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### **SCHEDULE 1 - ELIGIBLE VOLUNTEER ACTIVITIES**

#### **1. COMMISSION/COMMITTEE MEMBERS**

Appointed members of the DLRA Commissions. Any claims will be subject of pre-approval by DLRA President to the relevant commission.

Committees who are engaged on pre-approved DLRA business.

#### **2. OFFICIALS**

DLRA appointed Officials, including but not limited to Technical Inspectors, Race Directors, Starters and Timers who are engaged on pre-approved DLRA activities. This excludes officials appointed by event organisers and/or promoters. Any claims will be subject of preapproval by DLRA President.

#### **3. TRAINERS**

DLRA appointed trainers who are engaged on pre-approved DLRA training and development activities. Any claims will be subject of preapproval by DLRA President.

#### **4. JUDICIAL**

DLRA appointed members to any DLRA constituted judicial proceeding, tribunal and/or inquiry. Such participation will be subject to preapproval by DLRA President.

#### **5. OTHER**

Any other DLRA activities approved by the President.