

DEPARTMENT: Administration	SUBJECT: Officials Reimbursement	
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SCOPE

This policy applies to all NHSLSC Officials who seek to claim reimbursements for accommodation and/or fuel costs for officiating at carnivals on the clubs behalf.

OBJECTIVE

To ensure all club members that officiate at carnivals on the clubs behalf are aware of the monies available to them through the re-imbursement procedure.

SPECIFICATIONS

Accommodation

- *Reimbursement of officials accommodation expenses (Excluding State & Australian titles) can be categorised into 3 areas:*

- 1 Local - Caloundra to Noosa (Sunshine Coast Area)
Reimbursement amount available for One & Two day Carnivals - **nil**
- 2 Area 2 – Rainbow Beach & Bribie Island
Reimbursement amount available for One & Two day Carnivals - **nil**
- 3 Outer Area – Gold Coast & North from Rainbow Beach.
Reimbursement amount available for One day Carnivals – One night accommodation – **Maximum \$90/Person/Night**
Reimbursement amount available for Two day Carnival – Two nights accommodation – **Maximum \$90/person/night**

Travel

- *Reimbursement of officials travel expenses can be categorised into 3 areas:*

- 1 Local - Caloundra to Noosa (Sunshine Coast Area)
Reimbursement amount available for One & Two day Carnivals - **Max \$20.00**
- 2 Area 2 – Rainbow Beach & Bribie Island
Reimbursement amount available for One & Two day Carnivals - **Max \$40.00**
- 3 Outer Area – Gold Coast & North from Rainbow Beach.
Reimbursement amount available for One & Two day Carnival - **Max \$60.00**

- ¹Officials seeking financial assistance to Officiate at State or Australian titles must contact to the relevant Director (Surf Sports – JAC) seeking advice on the available options. Directors will also take into consideration the amount of approved SLSQ carnivals that the official has attended throughout the year when determining financial assistance.

It is highly recommended that the request be made at the start of the season to give the applying official clarity on what is required to reach the maximum financial assistance available. All request will not automatically be endorsed.

Note: Reimbursement for airfares are not included except when Aussies is held outside Queensland

PROCEDURE

1. Officials contact the relevant Director (Surf Sports – JAC) seeking approval prior to travelling, booking or committing to accommodation.
2. The Official is required to pay for their accommodation/fuel and obtain a 'Tax Invoice'
3. On production of the 'Tax Invoice' to the office, a 'Reimbursement Form' will need to be completed.
4. The form, together with the tax invoice will then go to the relevant director to be signed/approved.
5. Monies will be paid into the nominated bank account by electronic bank transfer.