

## EXECUTIVE/APPOINTED POSITION EXPENSE POLICY

Policy number	AKASA-003	Version	V1
Drafted by	Craig Denton	Approved by AKASA on	

### INTRODUCTION

Australian Karting Association of South Australia recognises the need for Volunteers to incur expenses on behalf of AKASA and subsequently have these reimbursed.

### DEFINITIONS

In addition to the definitions in the KA Manual, the following definitions apply to this policy:

#### **Volunteers**

Unpaid/Honorary representatives engaged on AKASA business. Including but not limited to; Executive Members and Appointed Members.

#### **Valid Tax Invoice**

Shall have the meaning given to it by the Australian Taxation Department

Note that Credit card receipts are NOT a valid Tax Invoice.

### Applies To

The policy applies to all members of the Executive Members and Appointed Members.

### Objectives

To define the types of expenses and provide reimbursement limits to ensure expenses are incurred in a fiscally responsible manner avoiding unnecessary and extravagant expenses.

### POLICY

#### **Executive Members and Appointed Members**

AKASA will reimburse individuals for AKASA related reasonable expenses. It is imperative that all claims are submitted in accordance with the expense payment procedures.

#### 1. Meals

Whilst away on AKASA business the 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 at the following rates per person:

##### 1.1. Meal reimbursement limits

Expense	Reimbursement Rates per day
Breakfast (if not provided by organisers)	\$15
Lunch (if not provided by organisers)	\$15
Dinner	\$40

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 invoice.

Under no circumstances will AKASA reimburse for alcohol or tips paid.

The event Organiser is required to provide refreshments at the Meeting and is responsible for all Meal expenses incurred. Please reference the Officials Expense Policy for further clarification.

#### 2. Accommodation

Accommodation expenses are covered in the AKASA Travel Policy

#### 3. Parking

Expenses incurred for parking of private or hire cars when attending AKASA related meetings/events will be reimbursed by AKASA.

#### 4. Air Travel

Please see AKASA Travel Policy.

5. Private Vehicle Use

Car-pooling should be considered where appropriate to reduce the economic and environmental implications of travel.

5.1. Volunteers

Appointed Officials who use their vehicle while performing a pre-approved AKASA role will be reimbursed based upon the distance travelled on a return basis, using Google Maps as the reference for the calculation of distance travelled at a rate of 40 cents per kilometre travelled. Please reference the Officials Expense Policy for further clarification.

6. Incidental expenses

Incidental expenses may be paid with the approval of the President.

7. Telephone/Internet

The following shall apply:

	Internet	Telephone Allowance
Secretary	Provided ??	Provided
State Timing Personal	AKASA Provided Dongle	
Executive		\$50/month
Appointed Position		\$20/month

8. Honorarium

The following shall apply whilst they are not in breach of the ATO regulations:

	Internet
Secretary	\$1000 per month
Treasurer	\$100 per month
Executive	N/A
Appointed Position	N/A

**Delegations/Authorisation/Responsibilities**

- Executive and Appointed Officials expenses must be signed by the Treasurer and subsequently approved by the President.

**Related Policies**

- Travel Policy

**Other Links and References**

- Expense Reimbursement Request Form

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**Policy Manager**

Manager – President