



EXPENSE REIMBURSEMENT POLICY

Policy number	AKASA-001	Version	V1
Drafted by	Craig Denton	Approved by AKASA on	

INTRODUCTION

Australian Karting Association of South Australia recognises the need for Volunteers to undertake travel on AKASA's behalf, and the need for some out of pocket expenses to be reimbursed. AKASA is also committed to ensuring travel undertaken is appropriate and to an acceptable standard.

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; Officials, Stewards, Committee members and Executive 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 and volunteers of AKASA who have delegated authority to act and sign documents on behalf of AKASA.

Objectives

To define the types of expenses that Volunteers and Executive Members may be reimbursed, and provide reimbursement limits to ensure expenses are incurred in a fiscally responsible manner avoiding unnecessary and extravagant expenses.

POLICY

Volunteers, Executive Members and Officials

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 AKASA 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.

Delegations/Authorisation/Responsibilities

1. Volunteers 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

Policy Manager

Manager – President