



# *New South Wales Ice Skating Assoc Inc*

## **NSWISA Officials Expenses Policy**

<b>Date Approved:</b>	23/04/2024	<b>Effective Start Date:</b>	10/04/2018
<b>Policy Number:</b>	NSWISA004	<b>Version Number:</b>	3.0
<b>Review Date:</b>	April 2025		
<b>Related Policies/Procedures/Forms:</b>	NSWISA Membership List		

### **1. Purpose of the Policy**

This Policy establishes the criteria for the reimbursement of expenses for NSWISA Officials. The Policy outlines the eligibility for reimbursement of expenses of all officials working on NSWISA approved business.

### **2. Application of the Policy**

This Policy applies to all eligible NSWISA Members who are approved Officials who have been pre-approved for reimbursement of expenses by NSWISA Board.

### **3. Eligibility**

To be eligible for funding from NSWISA Officials must:

- Be a current financial Member of NSWISA
- Have incurred the expense while acting as a NSWISA Official on NSWISA business

### **4. Expenses**

Expenses may be approved by the NSWISA Board, including items purchased for NSWISA events which fall within the budgets for individual Committees.

### **5. Payment**

Payments for expenses will be made following the submission of receipts and the approval of the relevant NSWISA Committee Convenor (if relevant) and NSWISA Board.



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## **Version History:**

<b>Version</b>	<b>Approval Date</b>	<b>Change</b>
1.0	10/04/2018	Policy Introduction
1.0	30/04/2019	Policy Renewal
2.0	14/07/2020	Policy Update
2.0	27/04/2021	Policy Renewal
2.0	27/04/2022	Policy Renewal
3.0	18/04/2023	Policy Update
3.0	23/04/2024	Policy Renewal

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