



# *New South Wales Ice Skating Assoc Inc*

## **NSWISA Officials Expenses Policy**

<b>Date Approved:</b>	14/07/2020	<b>Effective Start Date:</b>	10/04/2018
<b>Policy Number:</b>	NSWISA004	<b>Version Number:</b>	2.0
<b>Review Date:</b>	April 2021		
<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 Executive.

### **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**

The following approved expenses are available for reimbursement:

<b>Expense</b>	<b>Reimbursement</b>
Tolls	Any tolls incurred while on NSWISA business over \$50 per month upon submission of a toll statement

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



# *New South Wales Ice Skating Assoc Inc*

---

## **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.

### **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