



New South Wales Ice Skating Assoc Inc

NSWISA Officials Expenses Policy

Date Approved:	30/04/2019	Effective Start Date:	10/04/2018
Policy Number:	NSWISA004	Version Number:	1.0
Review Date:	April 2020		
Related Policies/Procedures/Forms:	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:

Expense	Reimbursement
Kilometre rate for Councillors or Club Member Representatives (1 per Club) who have travelled from Hunter or the Central Coast	\$30 per Council Meeting attended
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 Executive, including items purchased for NSWISA events which fall within the budgets for individual Committees.



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5. Payment

Payments will be made in January each year based on the activities completed in the previous calendar year for Council Meeting attendance.

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

Version History:

Version	Approval Date	Change
1.0	10/04/2018	Policy Introduction
1.0	30/04/2019	Policy Renewal