

## TECHNICAL OFFICIAL TRAVEL EXPENSES POLICY

### Purpose

This policy sets out the guidelines for booking and paying for travel and accommodation for technical officials appointed by the Events and Membership Co-Ordinator (EMC) within the appropriate delegations to DBNSW regattas and championships. Regional committees may wish to use these guidelines for any accredited or sanctioned regattas.

### To Whom Does this Policy Apply

This Policy applies to the following technical officials -

- Chief Official;
- Chief Judge;
- Race Secretary;
- Starter;
- Course umpire (on water);
- Head Marshall;
- Chief of Boat Marshall

### Air Travel

Air travel will only be used in extraordinary circumstances and must be recommended by the EMC and approved by the CEO. Air fares must be booked at least 21 days in advance. All air travel will be booked by the EMC and paid for using a DBNSW credit card. The relevant official may keep any frequent flyer points the flight attracts. If the technical official cancels the flight without reference to the EMC, the full cost of the flight is to be reimbursed to DBNSW. The technical official will then keep the airline credit for their own use.

### Bus and Rail Travel

Technical officials may claim the cost of a bus ticket or rail ticket for travel outside the metropolitan area. Such travel should be approved by the EMC. Claims for bus or rail travel must be made on the DBNSW expense form as supplied by the EMC. All relevant tax invoices or documentation should be attached to the expense form.

### Road Travel

Technical officials may claim the cost of petrol for road travel outside the metropolitan area. Such travel should be approved by the EMC. Claims for road travel must be made on the DBNSW expense form as supplied by the EMC. There should be one receipt for petrol on the forward journey and one receipt for petrol on the return journey. The two tax invoices should be attached to the expense form.

<b>Road Travel</b>
<b>Note</b> – only the cost of petrol purchases will be reimbursed. Other items such as food and drinks will not be reimbursed.

<b>Accommodation</b>
Technical officials requiring overnight accommodation must have this approved by the EMC. Once approved the EMC will book and pay for such accommodation.

<b>Claims</b>
The following conditions apply to all technical official claims – <ul style="list-style-type: none"><li>- As stated, full documentation must accompany each claim;</li><li>- Approved claims will only be paid into a nominated bank account;</li><li>- All claims must be submitted within 10 days of the relevant regatta;</li><li>- All claims will be processed by the EMC; claims will be paid within 10 days of receipt of the claim form and the documentation;</li><li>- The club of a technical official, who makes an expense claim, cannot receive a “volunteer” payment for that regatta.</li></ul>



## TECHNICAL OFFICIAL EXPENSE CLAIM FORM

<b>Name</b>				
<b>Regatta</b>				
<b>Position</b>				
<b>Date</b>				
			<b>DBNSW Use Only</b>	
<b>Date</b>	<b>Description of Expense</b>	<b>Amount</b>	<b>Account Number</b>	<b>Job Number</b>
<b>Total</b>		<b>\$</b>		

I have attached the relevant tax invoices and/or documentation and I certify that this expenditure has been incurred in the course of activities for Dragon Boats NSW Inc.

Claimant's Signature : \_\_\_\_\_

Office Use Only	
Approving Officer	
Officer's Signature	
Processing Date	