

## Vehicle Expenses

Each Board Member will be reimbursed for any use of private vehicle, when used for Little Athletic travel.

1. The maximum petrol allowance claimable is :  
\$00.62 per km for vehicles above 2000cc, and  
\$00.57 for vehicles of 2000cc or less.  
This is to be reviewed each three months.
2. Claims can only be made where travel is required to undertake TLAA Board of Management duties.
3. Full details of travel are to be included when making vehicle expense claims.
4. Wherever possible, carpooling is encouraged.

## Accommodation Allowance

### Board Meetings / TLAA Run Competitions

A maximum accommodation allowance of up to \$180 is permissible when accommodation is required to attend State conducted competitions or Board Meetings.

*\*\* All rates are inclusive of GST – a Tax Invoice must be provided if no Tax Invoice is provided the maximum allowance payable is \$163.*

### ALA / TLAA Conferences

When booking accommodation for TLAA / ALA Conferences, the following procedures are to be applied:

#### **State Conference and ALA Conference**

If convenient to attending delegates, shared accommodation will be booked. Single accommodation will be arranged if preferred.

### Board Conference

Communal accommodation will be arranged if deemed appropriate.

### LAPS Accommodation

Bookings for accommodation to attend schools to conduct the Little Athletics Program for Schools, is to be undertaken by the office. In line with budget restrictions, where possible, suitable accommodation will be sourced up to a maximum of \$150 per night.

*\*\* All rates are inclusive of GST – a Tax Invoice must be provided.*

### Other

For accommodation requirements other than for those reasons stated above, approval is to be sought from the TLAA President or Finance Director.

## Meal Allowance

A meal allowance is available for Board members when away from their normal place of residence, attending Little Athletic duties.

### Attendance at Board Meetings

When attending a board meeting outside of one's region, the following allowances are permitted:

- Evening Meal: An allowance of up to \$40.00. *A receipt is required for an amount over \$20.00.*  
Breakfast: If requiring accommodation, breakfast at the venue's applicable rate is permissible. If purchasing breakfast, an allowance of up to \$20.00 is permissible.

### Attendance at TLAA State Conducted Meetings, or other approved Little Athletic event

When attending a TLAA state conducted meeting, the following allowances are permitted:

- Breakfast: If requiring accommodation, breakfast at the venue's applicable rate is permissible. If purchasing breakfast, an allowance of up to \$20.00 is permissible.  
Lunch: An allowance of up to \$20.00.  
Evening Dinner: An allowance of up to \$40.00. *A receipt is required for any amount over \$20.00.*

*Note: the above dinner allowance is applicable only to those Board Members who are attending a State Meeting or other approved event, out of their own Region.*

### School Visits

When undertaking a school visit as part of the LAPS Program, the following allowance is permitted for visits outside of the co-ordinator's region:

- Breakfast: If requiring accommodation, breakfast at the venue's applicable rate is permissible. If purchasing breakfast, an allowance of up to \$20.00 is permissible.  
Lunch: An allowance of up to \$15.00.  
Evening Dinner: An allowance of up to \$40.00. *A receipt is required for any amount over \$20.00.*

## Communication

### Telephone

Board members will be reimbursed the cost of all TLAA related telephone calls. A copy of the telephone account relating to claims is to be attached.

### Payment Claim Procedure

Board of Management expense claims shall be paid on a monthly basis.  
Board Members shall submit claims for expenses on the TLAA approved form and forwarded to the TLAA Finance Director. Claims older than six months will not be accepted.  
All relevant receipts and documentation must accompany each expense claim.