



REIMBURSEMENT OF EXPENSES

Rationale

The purpose of financial management in the operation of all Christchurch Netball Centre (CNC) activities is to fulfil the organization's mission in the most effective and efficient manner and to remain accountable to stakeholders, including clubs, funders, employees, and the community.

The objective of this policy is to ensure that Board, Committees, Sub-Committees and identified volunteer members of Christchurch Netball Centre are not financially disadvantaged due to actual and reasonable costs incurred while acting in an official capacity for the above organisation.

Procedures

- 1 Where identified members incur reasonable and actual expenses while acting in an official capacity, such pre-approved expenses may be reimbursed by Christchurch Netball Centre on presentation of a claim (on the appropriate form) accompanied with the relevant GST receipt.

Claim forms are available from the Netball Manager and by downloading from the CNC website.

- 2 Claims must be submitted within one (1) month of an event.
- 3 Applications may be considered which are outside the terms of this policy or which reflect particular circumstances, however additional information to substantiate the claim must be made.
- 4 Authorisation of all claims shall be undertaken by the Netball Manager and/or Board member responsible for Finance/Sponsorship.
- 5 Relevant claims may include:
 - 5.1 Tolls/ legitimate cell phone expenses (must be accompanied by copy of phone account where possible or a manual breakdown of calls made).
 - 5.2 Course presenters and helpers reimbursement as below:
 - \$20.00 per hour
 - For weekend seminars refer (3) above
 - 5.3 Travel when approved prior to event:
 - To designated meetings and events, including to and from the airport.
 - For umpires, coaches, managers to designated representative fixtures (where transport is provided by Christchurch Netball Centre there will be no claim available to these personnel).
 - For representative management personnel related to fixtures or official events.

- If Christchurch Netball Centre require personnel to arrange their own transport (in addition to that provided) a claim may be submitted.
- Where a choice is made to travel independently (when transport has been arranged and provided) a claim shall not be made.
- Any payment made for transport will be for the minimum number of vehicles required and approved for travel.

5.4 Professional Development fees:

On recommendation from the respective Committees and or the Board:

- An agreed contribution towards costs for representative coaches completing NNZ coaching modules
- An agreed contribution towards costs for Regional and New Zealand Umpire Coaching, Assessment and Endorsement candidates
- An agreed contribution towards costs for employed staff attending professional development courses/seminars or when representing the Centre at any bona fide event.

- 6 Travel reimbursement shall be based on 70¢ per km (effective 1.4.2008) for those travelling 25km or more on any one occasion for any one event.
- 7 Reimbursement of travel expenses will not be reimbursed for attendance at committee or Board meetings.