



## NSWERA Governance Manual SMC Expenses Reimbursement - Document No. 7.1.5

### NSW Endurance Riders Association Inc.

*Policy Name:*

State Management Committee - Member Expenditure Policy

*Policy Purpose:*

This policy provides guidelines for members of the State Management Committee (SMC) in regard to expenditure incurred by them in their capacity as a member of the NSWERA SMC.

\*\*\*\*\*

### *MONTHLY NSWERA INC. SMC MEETINGS*

The NSWERA pays for “nibbles”, soft drinks and a “finger food” meal at each meeting.

SMC members will incur expenses to travel to/from meetings and may also incur accommodation and other related expenses.

SMC members are invited to claim the following in relation to attending SMC meetings:

- Actual motor vehicle fuel costs.
- Motorway tolls.
- Train / bus fares.
- Shared accommodation shall normally be provided at the Windsor motel (excluding meals, mini bar, movies, etc) for members having more than 2 hours to travel home when a meeting finishes after 12.00 am, alternatively, the cost of a single economy room at the Windsor Motel, or the equivalent value towards the cost of accommodation elsewhere may be claimed.
- Parking fees, parking fines, traffic infringement fines, meals or snacks incurred whilst travelling are **not** claimable.

### *ANNUAL GENERAL MEETING EXPENSES*

Travel and accommodation expenditure incurred in relation to the AGM and associated events are not claimable and this includes any SMC meetings held within 24 hours of the AGM. The Minute Secretary and the Secretariat are entitled to claim their travel and accommodation costs in relation to attendance at the AGM. The accommodation costs are limited to the equivalent of a single room rate at the venue.

### *AERA INC. MEETINGS*

3 members of the NSWERA Inc. SMC represent NSW on the AERA and attend AERA meetings. The AERA pays for the airfares for 2 of the 3 delegates and the accommodation expenses for all 3 delegates. The AERA ultimately recharges the total meeting costs back to the Divisions on a pro rata basis.



## **NSWERA Governance Manual**

### **SMC Expenses Reimbursement - Document No. 7.1.5**

The NSWERA Inc. shall reimburse the airfare of the 3<sup>rd</sup> delegate.

The AERA delegates also incur out-of-pocket costs such as travel to/from the airport, airport parking, taxi fares and evening meals. NSWERA pays a \$200 allowance per delegate to cover such out-of-pocket expenses for which substantiation is not required. Any expenditure above the allowance is not claimable from the NSWERA.

#### *PORTFOLIO RELATED EXPENSES*

SMC members may incur expenditure due to the nature of their SMC portfolio. For example, the Secretary will be required to telephone individuals, prepare and mail correspondence etc. Any expenditure incurred by a SMC member in relation to their portfolio may be claimed.

The President and Secretary are invited to claim an unsubstantiated telephone/internet allowance of \$30 per month.

#### *EVENT ATTENDANCE EXPENSES*

Attendance by SMC members at Endurance rides are generally not subject to expense reimbursement. From time to time SMC members may be requested to attend a ride (which they would not otherwise attend) to assist ride committees who are short staffed or to perform certain tasks eg. Drug testing (but excluding chief stewarding). It is also possible that SMC members may be required to attend some other function or activity in an official or semi official capacity.

A reimbursement of expenses in these situations will only be paid where the NSWERA Executive has pre approved such attendance.

#### *THE CLAIM PROCESS*

To claim a reimbursement of expenses;

1. Email or post a copy of the invoice, receipt, docket or other proof of purchase to the NSWERA Treasurer.
2. The expense claim will be tabled at the next NSWERA Inc. SMC meeting for approval.
3. A cheque will be drawn at the meeting if approved.