



Squash Australia Ltd

Office 9, Sports House
150 Caxton St, Milton QLD 4064
P: (07) 3367 3200
F: (07) 3367 3320
squashoz@squash.org.au
www.squash.org.au
ABN: 73 072 625 935

Affiliations

World Squash Federation
Australian Commonwealth Games Association
Oceania Squash Federation
Confederation of Australian Sport
Australian Olympic Committee

FINANCIAL GUIDELINES POLICY

(Regulation 3 – Financial Guidelines Policy)



VERSION CONTROL

Version 1.0	June 2016
-------------	-----------

Principal Partner



Official Ball



GENERAL PRINCIPLES

1. The financial guidelines of Squash Australia lay down the rules according to which the financial matters of Squash Australia should be handled. Squash Australia Financial guidelines are to be considered concerning Squash Australia Board members, Referees & Volunteers.
2. In general these guidelines set that the costs arising from travel of Board members, Referees & Volunteers on Squash Australia business have to be paid by the person travelling and later reimbursed from Squash Australia. Board travel should be approved by the President and the CEO. Staff Travel should be approved by the CEO and shall be paid on the Squash Australia Credit Card.

COMPENSATION OF EXPENSES

3. All Board Members, Referees, Volunteers and Staff are entitled to compensation for expenses that have occurred while being on Squash Australia business. Board Members, Referees, Volunteers and Staff can claim the following expenses:
4. Compensation for travel/meetings
Eligible expenses:
 - Daily allowance – \$50 AUD per day (no receipts needed). Daily allowance should cover the expenses for small meals, drinks and emergency services. Daily allowance is paid for every day spent on travel (departure from home - arrival to home).
 - Travelling expenses (Flight, train, bus, own car, rental car, parking, and ferry). Squash Australia bears the actual cost of travelling in accordance with the receipts provided by the person travelling.
 - Compensation for kilometres driven in own car is \$0,76 AUD per kilometre. With distances of more than 500 kilometres to the destination, a permission to drive rather than to fly must be obtained from the CEO no later than one month before the activity. Flight expenses will be covered by Squash Australia, economy class. The person travelling can ask the Squash Australia office to pre-order the flight or transport, in doing so Board Members, Referees, Volunteers and Staff need to specify the departure and arrival time frame. All Board Members, Referees, Volunteers and Staff should confirm the flight costs with the Squash Australia office if the fare for a return flight is more than \$500 AUD. In case Board Members, Referees, Volunteers and Staff would choose to arrange the flight themselves they should choose the cheapest available option. If the travel is early/extended for private reasons, the person travelling needs to receive a prior approval from the Squash Australia office and agree upon the share of the travel costs that will be reimbursed. If no approval has been obtained, the cheapest return flight, on the same weekdays and on the same dates one month after the

claim has been received will be used to estimate the reimbursement. Travel costs of an accompanying person (family member or spouse) are not covered by Squash Australia

- **Accommodation expenses**

Squash Australia bears the actual cost of accommodation in accordance with the receipts provided by the person travelling. The person travelling can ask the Squash Australia office to pre-book the accommodation. Hotel expenses will be covered by Squash Australia for the duration of the activity. In case the Board Members, Referees, Volunteers and Staff should choose to arrange their own accommodation, the costs should be approved with the Squash Australia office in case the rate for a single room/per night exceeds \$200 AUD. If the stay of a Board Members, Referees, Volunteers and Staff exceeds the number of days of the event, the Board Members, Referees, Volunteers and Staff should cover his/her own costs accordingly. If a Board Members, Referees, Volunteers and Staff is bringing their spouse or a family member with them, they must cover the price difference between a single and a double room, if any. Should the accompanying person require an additional room, the costs have to be covered by the delegate the person is accompanying.

- **Ineligible expenses:**

Individual meals, drinks, accessories during the travel,

Any expenses that are not directly related to the business of Squash Australia.

HOW TO CLAIM EXPENSES

5. For claiming expenses the Board Members, Referees, Volunteers and Staff must fill in the claims form and return it to the Squash Australia office (Finance/Administration Officer) no later than 6 weeks after the activity to be compensated. (Sample compensation form can be found in Annex 1).
6. Board Members, Referees, Volunteers and Staff must submit the claims form electronically to squashoz@squash.org.au and attach the supporting documents (receipts, vouchers, invoices, travel confirmations, etc.). Claim forms without the supporting documents will not be reimbursed. Expenses will be processed within 10 working days from receiving the claims form.

REPORTING AND PAYMENTS

7. The Squash Australia office is responsible for a prompt and timely payment of the invoices/charges from other parties. The Finance/Administration Officer should process the invoices and insert the account numbers in accordance with the Chart of Accounts after consulting with the responsible area Manager. Invoices should be paid after the approval of the CEO.

VERSION CONTROL

Version 1

10 September 2015

ANNEX 1 - SQUASH AUSTRALIA EXPENSES CLAIM FORM

[illegible]