



Policy - Travel and Judge Allowances

Background

South Queensland Archery Society Inc (SQAS) may require members to travel for the purposes of undertaking SQAS business or representing SQAS at events.

This policy sets out the guidelines for those travelling on behalf of SQAS with respect to:

- Purposes for which SQAS Travel may be approved
- Modes of Travel
- Traveller obligations
- Travel authorisations
- Travel companions
- Cost reimbursements
- Schedule of Allowances

Definitions

SQAS boundary/ies - as defined within the SQAS Constitution;

SQAS business - official SQAS business is identified as such by the SQAS Committee and includes travel to maintain SQAS equipment and facilities and SQAS Team business;

Traveller - a member of SQAS who is required by SQAS to travel for SQAS purposes including an SQAS Team member

Application

This policy applies to all SQAS members required to travel on behalf of SQAS.

Travel Authorisations

Within SQAS boundaries - the SQAS President may approve travel for members of SQAS.

Interstate / International travel - approval of the SQAS Committee

The SQAS President's travel within SQAS boundaries may be approved by one (1) other Committee member.



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Purpose for Travel

Travel may be approved for the following purposes:

- Maintenance of SQAS facilities or equipment;
- Undertaking official SQAS business;
- Attending events as part of an approved SQAS Team;

In all cases the traveller should demonstrate that the purpose for travel cannot be achieved by another process, e.g. a meeting cannot be effectively undertaken via a ZOOM meeting or other type of electronic mechanism.

Mode of Travel

Within SQAS boundaries - generally travel within SQAS will be undertaken by private vehicle or public transport (ie bus or train or taxi).

For the purposes of expediency and cost, air travel may be approved.

Interstate (and other areas outside SQAS boundaries) - generally travel by economy air.

In exceptional circumstances approval may be given for another mode of travel.

International - travel by economy air.

Hire Vehicles - the use of hire vehicles may be approved where it is shown such hire is cost effective.

Accommodation

Where the traveller is required to stay overnight (including due to unavailability of travel options) SQAS may approve accommodation on the following basis:

- accommodation will be at a 3 star facility or less that provides a safe environment for the traveller.

Where 3 star accommodation is not available or for expediency (eg team or group travel) other arrangements may be approved.



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Traveller Obligations

The traveller must at all times:

- represent the interests of SQAS to the best of their ability;
- Act honestly and with integrity;
- Not act in a way that would negatively impact SQAS.

Companion Travellers

With prior approval companions may accompany the traveller.

All costs associated with the companion's travel (fares, accommodation, meals etc) will be borne by the traveller.

Personal Travel

SQAS may approve the extension of a trip for non SQAS purposes.

All expenses associated with the extension (including Travel Insurance) will be borne by the Traveller.

Travel Insurance

International travel - SQAS will pay for appropriate travel insurance for all Travellers.

Domestic travel - SQAS may pay for travel insurance as determined on a case by case basis and considering SQAS's Duty of Care towards the Traveller.

Airline Flights and Accommodation

SQAS will book and pay for all flights and accommodation.

Rental Vehicles

SQAS will pay for the rental of appropriate vehicles where SQAS has determined prior to the travel that such rental will be cost effective and advantageous to the Traveller.

SQAS requires that the vehicle is used for SQAS business only and the fuel used is replenished prior to returning the vehicle to the renter.

Costs such as fuel, tolls etc will be reimbursed to the Traveller.

Receipts should be retained and attached to any claim for reimbursement.



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Taxis and Public Transport

Travellers will be reimbursed for the use of taxis (or their equivalent) or public transport, whichever is the most cost effective and expedient.

Receipts should be retained and attached to any claim for reimbursement.

Parking Costs

SQAS will reimburse the cost of parking where it is cost effective and expedient to use paid parking facilities.

Receipts should be retained and attached to any claim for reimbursement.

Use of private vehicles

SQAS members may use their own private vehicle on SQAS business within SQAS boundaries.

Where a private vehicle is used for SQAS business any reimbursement of costs will be the *lower* of mileage allowance and the cost of other modes of travel.

A mileage allowance may be claimable and is based on the ATO rate (current at the time of the travel) for a maximum of 5000 km per financial year.

SQAS will pay reimbursement for tolls (where use of a tolled road is more expedient for the traveller) and parking.

SQAS will not pay reimbursement for fuel, wear and tear on vehicles or any infringement notice fines.

All drivers using private vehicles must be appropriately licensed and the vehicle used must be roadworthy.

Meals

Where Travellers are required to travel overnight away from their normal place of residence on SQAS business and meals are not included in accommodation costs, SQAS will pay meal allowances in line with those of Archery Australia - see attached Schedule of Allowances.

Meals allowances are not paid where the travel does not extend over 24 hours.

SQAS will not pay for the cost of alcohol. The Traveller should only consume alcohol responsibly and never to the point they are unable to effectively perform their duties.



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Excess Baggage

SQAS will pay excess baggage costs only if that resulted from carrying SQAS's equipment during Travel.

Passports

SQAS travellers are responsible for organising and maintaining their own passports.

Visa

SQAS will pay for required Visas where the Travellers is travelling internationally on SQAS business.

Vaccinations

SQAS will either organise vaccinations or reimburse the out of pocket cost of vaccinations required for approved international travel on SQAS business.

Claiming Reimbursement of Costs

All claims for reimbursement should be made using the "SQAS Expenses Claim" form.

Receipts for out of pocket expenses must be attached to the Claim form and a full explanation of the expense included on the form.

Judge Allowances

Judges may claim a Judging and Mileage Allowance when they judge an official SQAS event.

Unless otherwise specifically approved by the SQAS President a Judge may not claim an allowance for or reimbursement of meals.



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Schedule of Allowances

Mileage Allowance	Refer SQAS Policy - "SQAS Claimable Fees"		
Meal Allowances	Full Day Allowance - Leaving home BEFORE 7am & arriving home AFTER 7pm	Part Day Allowance - Leaving home BEFORE 7am & arriving home BEFORE 7pm	Part Day Allowance - Leaving home AFTER 7am & arriving home AFTER 7pm
	\$75	\$35	\$55
Judge Allowances	Refer SQAS Policy - "SQAS Claimable Fees"		

Policy Status:

Approved by SQAS Committee to be effective from
1 July 2024.

3 June 2024