



PRAHRAN RHYTHMIC GYMNASTICS

REIMBURSEMENT OF EXPENSES APPROVAL

POLICY

POLICY NAME	Reimbursement of Expenses Approval Policy
DATE OF ISSUE	To be determined
POLICY COVERAGE	All Prahran Rhythmic Gymnastics Personnel (Employed and Volunteers)
TIME OF REVIEW	Biennially
REVIEW DATE	To be determined
CONTROLLING BODY	PRG Committee

1. INTRODUCTION

This policy outlines procedures for Prahran Rhythmic Gymnastics (PRG) with regards the reimbursement of expenses for all Personnel (Employed and Volunteer) at PRG.

2. STATEMENT OF PRINCIPLE

PRG is committed to providing an open and transparent process for the reimbursement of expenses for all Personnel (Employed and Volunteer) at PRG.

3. COVERAGE

This policy applies to all Personnel of PRG (Employed and Volunteers).

4. SCOPE

This policy relates to all possible requests for reimbursement by PRG including but not limited to:

- a. Travel
- b. Hotel of Accommodation
- c. Equipment Purchase
- d. Programs
- e. Workshops
- f. Courses
- g. Professional Development
- h. Professional Registration

5. RELATED DOCUMENTS

Related PRG Documents include:

- a. PRG Employee Employment Agreements
- b. PRG Fee Policy

6. PROCEDURES

6.1 Approval Process

- 6.1.1 Written approval is sort in advance for any expenses that require reimbursement and submitted to PRG Head Coach and President/Treasurer for review
- 6.1.2 If approved by PRG Head Coach and President/Treasurer, written approval will be provided to the claimant
- 6.1.3 Claimant will provide appropriate invoices or receipts and evidence of written approval when claiming reimbursement from PRG Committee

6.2 Travel Expenses

- 6.2.1 **Club's overseas or interstate trips** – coaches expenses (Airfare, Airport transfers and Accommodation): to be split equally between all attending gymnasts - Written approval required prior to purchase of ticket by PRG Head Coach and President/Treasurer
- 6.2.2 **PRG Coach accompanying PRG gymnasts to GV/AIS camps** – coaches expenses (Airfare, Airport transfers and Accommodation): to be split between all attending gymnasts
- Written approval required prior to purchase of ticket by PRG Head Coach and President/Treasurer

6.2.3 PRG gymnasts taking part in GV/GA: State/National/International events WITH PRG coach – coaches expenses (Airfare and Accommodation): to be split equally between all attending gymnasts.

- Written approval required prior to purchase of ticket by PRG Head Coach and President/Treasurer

6.2.4 If gymnasts from other clubs/states are also travelling as part of the team then arrangements for splitting the costs between all travelling gymnasts (not just the PRG gymnasts) need to be discussed with the non PRG gymnasts, and confirmed in writing prior to the purchase of the coach's airfare or accommodation.

- This needs to be facilitated by the PRG Head coach and agreed in writing with all parties involved.

6.2.5 PRG gymnasts taking part in GV/GA: State/National/International events WITHOUT PRG coach – outside of club coaches expenses (Airfare and Accommodation): to be split equally between all attending gymnasts as required.

- PRG Head coach is to seek agreement from the outside club regarding the equal splitting of the costs of the Airfare and accommodation, and this is to be agreed in writing by all parties prior to the purchase of the airfare and accommodation for the non PRG travelling coach

6.2.6 Meal Allowance

A daily Meal Allowance for travelling coach/judge is to be agreed in writing prior to travelling and is to be split equally between all travelling athletes.

6.3 Expenses passed on to Parents/Gymnasts for arrangements not included in 6.1 and 6.2

Written approval is required in advance from PRG Head Coach and President/Treasurer for any expenses where PRG parents/gymnasts are expected to participate and contribute financially.

This approval is to be sort prior to the arrangements being made and expenses committed.

6.4 For 6.1 and 6.2 inclusive above, the expenses that will NOT be covered by PRG gymnasts include (but not exclusively):

- Change of mind to return earlier and charges incurred to changed travel arrangements as a result
- Insurance claims
- Overweight luggage

7 POLICY PROMOTION

This policy will be made available to all members via the PRG website.