



## PRAHRAN RHYTHMIC GYMNASTICS REIMBURSEMENT OF EXPENSES APPROVAL POLICY

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| <b>POLICY NAME</b>      | <b>REIMBURSEMENT OF EXPENSES APPROVAL POLICY</b>                           |
| <b>DATE OF ISSUE</b>    | <b>November 2023</b>   |
| <b>POLICY COVERAGE</b>  | <b>All Prahran Rhythmic Gymnastics Personnel (Employed and Volunteers)</b> |
| <b>TIME OF REVIEW</b>   | <b>Biennially</b>  |
| <b>REVIEW DATE</b>      | <b>November 2025</b>   |
| <b>CONTROLLING BODY</b> | <b>PRG Committee</b>   |

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### 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. SCOPE

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

- a. Travel & Accommodation
- b. Meals and taxi allowances
- c. Professional Registration
- d. Professional Development



e. Equipment Purchase

#### **4. RELATED DOCUMENTS**

Related PRG Documents include:

- a. PRG Employee Employment Agreements
- b. PRG Fee Policy
- c. PRG Coaching policy
- d. PRG Travel Agreement document

#### **5. PROCEDURES**

##### **5.1 Approval Process**

5.1.1 Written requests or proposed costings must be submitted to the Treasurer in advance for any expenses over \$100 that requires reimbursement from the Club.

5.1.2 The Treasurer may approve or reject such requests or proposals under s.5.1.1.

- The Treasurer will submit all reimbursement requests over \$300 to the Executive Committee for approval;
- The Treasurer will submit all reimbursement requests over \$1,000 to the PRG Committee for approval;
- The Treasurer will action and communicate all decision of the PRG Executive Committee/ Committee.

5.2 Reimbursement of claims under \$100 will only be reimbursed by the Treasurer if they are deemed necessary for operation of PRG business and upon receiving receipts.

5.3 Reimbursement of claims above \$100 will only occur if the submitted request has been approved by Treasurer or PRG Executive Committee or PRG Committee in writing.

5.4 Receipts showing GST component must be provided to the Treasurer by the claimant before the reimbursement is processed.



5.5 For the Australian Gymnastics Championships (AGC) and National Clubs Carnival (NCC), budgets will be prepared following RG Trial 2 for AGC and once NCC gymnasts are confirmed.

- A detailed costings plan will be prepared by the Club Administration officer and Treasurer together and presented to the Executive Committee for approval.
- Reimbursements for coaches and judges will be based on these costings.

5.6 For the annual End of Year Show a budget will be developed and set by the Committee by the end of the second week of Term 4 each year.

- Budget items include:
  - Costumes
  - Gymnasts' presents
  - Employees presents
  - Costume Levy to be charged to gymnasts
  - Ticket prices

## 6. TRAVEL EXPENSES FOR CLUB SANCTIONED OVERSEAS AND/OR INTERSTATE TRIPS

6.1 The cost of Coaches expenses in relation to airfares, airport transfers and accommodation will be shared equally by all attending gymnasts directly.

6.2 The booking of airfares and accommodation must be negotiated and approved by the gymnasts' parents prior to being booked.

- If the Club is charging attending gymnasts, a levy for the cost of the trip, then all bookings for airfares and accommodation must be approved by the Executive Committees, **prior** to the booking.

6.3 A per diem rate for meal allowance for breakfast, lunch & dinner will be provided to attending coaches if it is not already covered in the accommodation or competition costs.

- These costs will be covered equally by the attending gymnasts.
- The amount of the allowance **must** be negotiated with and approved by the parents of the attending gymnasts **prior** to the trip.



- If organised by the Club, approval from the Executive committees is required.
  - Receipts will **not** be required for this expenditure as it is considered an allowance.
- 6.4 Coaches will only be paid for the time that they are actively coaching or training the gymnasts. This cost will be covered by the Club.
- Travel time and non competition or non training times will NOT be reimbursed.
- 6.5 Notwithstanding the above clause, where overnight stays are required, PRG may make agreements with permanent part time employees and casual employees if warranted, that an additional number of hours may be paid.
- The number of additional hours will be determined by the Executive Committee and should NOT exceed their usual weekly working hours.
- 6.6 Airport transfers and taxi fares for necessary trips will be reimbursed only upon receiving receipts.
- 6.7 Reimbursement for car hire will only occur in very limited circumstances and if it has been pre-approved by those bearing the cost of reimbursement. Receipts must be provided for reimbursement.
- 6.8 Travel Expenses for Non-PRG gymnasts
- 6.8.1 If gymnasts from other clubs/states/countries are also travelling or being supported as part of the team then arrangements for splitting the costs between all travelling gymnasts (not just the PRG gymnasts) need to be discussed and agreed to by the Head Coach and Executive Committee.
- 6.8.2 If a non PRG gymnast is being supported by a PRG coach, he/she/they must share equally in all coaching costs related to the competition/trip. This agreement must be confirmed in writing by the Treasurer and/or Head Coach.
- 6.9 PRG gymnasts taking part in domestic and/or International events WITHOUT PRG coach
- 6.9.1 PRG Head coach is to seek agreement from the outside club regarding any and all costs to be paid by the PRG gymnast in writing and provide to PRG Treasurer and attending gymnasts.
- 6.9.2 Prior to confirming support arrangements with the outside Club, the Treasurer must obtain written agreements from gymnasts' parents that they will reimburse the costs under s6.9.1 to PRG or to the other Club directly.



6.10 Expenses that will NOT be covered by PRG gymnasts or the Club include (but not exclusively):

- Expenses related to travel, returning earlier or later than required
- Insurance claims
- Excess claims
- Overweight luggage
- sightseeing trips/ excursions

6.11 A Travel Agreement document must be provided by the Treasurer to all coaches and judges detailing what reimbursements and/or payments have been agreed to in relation to the trip.

## **7. VOLUNTEER EXPENSES AND STIPENDS/ HONORARIUMS**

7.1 PRG as a not-for-profit organisation is often supported by its members volunteering their time and effort to help the Club in different facets of operation. Without these volunteers, the Club would be unable to survive.

Voluntary tasks/roles include:

- Participating in tasks related to their role as Committee members of PRG
- Helping in the running of Club invitationals, in-house competition and events
- Becoming a squad representative
- Being a chaperone on Inter-state or International trips
- Nominating as a PRG judge for competitions
- Nominating for State Team roles
- Nominating for Australian Team roles

7.2 These voluntary tasks/roles are undertaken freely and receive no payment unless exceptions are made and approved by the Executive Committee or the PRG Committee.

- Where exceptions are made, the Committee must document the reason why an exception has been granted.

7.3 Where pre-approved expenses are incurred by a Volunteer related to PRG business, these will be reimbursed on the provision of legitimate receipts to the Treasurer.



7.4 Nominating as a judge for PRG is considered a Voluntary task and as such Judges will be paid a stipend of \$30 for each session that they judge at to cover any expenses they may incur as a result of volunteering.

- This cost will be covered by the Club if such a budget has been allocated by the Committee. Otherwise this cost will be shared equally amongst the gymnasts attending.

7.5 Any employee who is prepared to volunteer as a judge for PRG may do so as long as they acknowledge that they are fully cognizant of the fact that they are volunteering freely and that it is not a part of their employment duties or requirements.

- Employees should not feel any responsibility nor pressure to volunteer for Club activities outside of their employment. There is NO expectation from PRG that employees should also volunteer for the Club.

7.6 The cost of Volunteer Judges expenses in relation to airfares, airport transfers and accommodation will be shared equally by all attending gymnasts directly.

7.7 The booking of airfares and accommodation for Volunteer judges must be negotiated and approved by the gymnasts' parents prior to being booked.

- If the Club is charging attending gymnasts, a levy for the cost of the trip, then all bookings for airfares and accommodation must be approved by the Executive Committees, **prior** to the booking.

7.8 A per diem rate for meal allowance for breakfast, lunch & dinner will be provided to attending voluntary judges, if it is not already covered in the accommodation or competition costs.

- These costs will be covered equally by the attending gymnasts.
- The amount of the allowance must be negotiated with and approved by the parents of the attending gymnasts prior to the trip.
- If organised by the Club, approval from the Executive committee is required.
- Receipts will not be required for this expenditure as it is considered an allowance.

## 8. REIMBURSEMENTS AGREEMENTS

8.1 The Treasurer is responsible for detailing all such Agreements and providing them to relevant parties.





## **9. REIMBURSEMENTS FOR PROFESSIONAL REGISTRATION**

- 9.1 Unless specified in the contract of employment, reimbursement for Technical Membership renewal for coaches will only be considered for employees who have worked one year at PRG.
- 9.2 Renewals under s. 9.1 may be partially or fully reimbursed depending on the funds available within the budgeted amount allocated to staff development for each coach. Application for reimbursements should be made to the Treasurer and receipts must be submitted.
- 9.3 In addition to criteria contained in s. 9.1 and 9.2 requests for reimbursement of Technical Memberships renewal by coaches working at multiple clubs, will only be considered after assessing the impact to conflict of interest considerations that may exist.

## **10. REIMBURSEMENT FOR STAFF DEVELOPMENT OPPORTUNITIES**

- 10.1 A Staff development budget of 1.5% - 2 % of training revenue will be established by the Treasurer on an annual basis.
- 10.2 The distribution of funds will take into account the following factors:
- Permanent or casual status
  - Hours worked on a regular basis
  - Duration of employment at PRGSC
  - Commitment to continuing employment at PRGSC
  - Responsibility for squads
- 10.3 The Head Coach and Treasurer will prioritise the way in which such expenditure is allocated.
- 10.4 Reimbursement for staff development opportunities for coaches above the allocated budget, will only be provided upon pre-approval from the Committee and on the recommendation of the Head Coach.
- 10.5 Renewals under s.9.1 may be partially or fully reimbursed depending on the funds available within the budgeted amount allocated to staff development for each coach.



10.6 Application for reimbursements should be made to the Treasurer and receipts must be submitted.

## **11. REIMBURSEMENTS FOR PURCHASE OF EQUIPMENT**

11.1 Reimbursement for purchase of equipment will only be provided for purchases **pre-approved** by the Treasurer in writing.

11.2 Reimbursements will only be made upon the Treasurer receiving a valid receipt or tax invoice for the item.

## **12. UNEXPECTED EXPENSES**

12.1 In the event that unexpected expenses arise and pre-approval has not been granted, a reimbursement request can be submitted to the Treasurer for consideration.

12.2 The treasurer may consider the necessity of the unexpected expense and decide whether or not reimbursement is warranted either from the Club or the gymnasts.

➤ The Treasurer may seek guidance from the Executive Committee if needed.

## **13. POLICY PROMOTION**

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