



AUSTRALIAN RUGBY LEAGUE REFEREES' ASSOCIATION INC

POLICY DOCUMENT 8.13

Travel Expenses for Board Members

Date Approved by the Board: 13/2/2000 Date Issued: 30/9/2000

1. OBJECTIVE

To provide policy and procedures associated with the payment or reimbursement of expenses paid by Directors in relation to Board Meetings and other official trips undertaken by members of the Board, or any other member as directed.

2. SCOPE

The A.R.L.R.A. will pay the following expenses associated with Board Meetings and other officially sanctioned trips by Directors or other members:-

- 2.1 Airfares and Airport Transfers
- 2.2 Accommodation and meals as required
- 2.3 Airport parking or taxi fares (whichever is the lesser)
Mileage costs to or from the Capital City airport will not be paid by the A.R.L.R.A.

3. PROCEDURES

All travel arrangements will be made by the C.E.O. unless otherwise authorised by him.

All claims for reimbursement of expenditure by Directors or members shall be made on the usual "Claim for Payment " form, or if the amount is less than \$50 by means of a Petty Cash Claim.

All claims shall be accompanied with the necessary receipts, signed and forwarded to the C.E.O. who will authorise payment.

Receipts or other documentation must be attached to the Claim Form and will be retained by the C.E.O. for audit purposes.