



## **Reimbursement Guidelines & Schedule of Payments**

**Adopted 16.07.24**

*(to be reviewed and updated by CoM, as required)*

### **Claims:**

All claims must first be sanctioned by the relevant ANSW official and if not available then by the President of ANSW.

All claims must be submitted on the relevant ANSW Claim Form.

CoM Expense claims are to be approved by the ANSW Treasurer.

### **Eligibility:**

Claims will only be recognised if the claimant has been allocated and participated in an event as directed by the relevant controlling ANSW Officer.

Archery NSW members who attend a World Championships Team selected by Archery Australia will be eligible for ASNSW scholarships.

### **Honorarium:**

Will be paid to Archery Australia accredited Officials & Coaches; as well as voluntary personnel undertaking activities on behalf of Archery NSW. This also includes officers acting other roles within the Society due to Casual Vacancies.

### **Travel costs, accommodation and meals:**

Will be reimbursed according to schedule of payments

### **One-off Uniform & Equipment Grants**

National Judges or NJCs can claim up to \$200. Event Judges can claim up to \$50.

### **Other:**

- When ANSW Officials officiate at National events, it is understood that Archery Australia will cover transport, accommodation, and meal costs; but does not pay any daily Judges' honorarium. When ANSW Officials officiate at National events, ANSW will pay an honorarium of \$50 per day.
- National Judge Candidates, not needed, but appointed to assist at NSW events in order to gain experience, will be paid 50% of ANSW usual honorarium and travel reimbursement.
- Other claims may be considered by ANSW provided they are supported by the relevant controlling officer and approved by the President & Treasurer.

### **Schedule of Payments**

#### **Honorariums**

- \$100.00 per day
- \$50.00 per half day (deemed to be a minimum of 4 hours).

**Accommodation & Meals**

- Reasonable “out of pocket” accommodation cost approved by President & Treasurer.
- Meals reimbursements, up to \$50 per day for more than a 1 day competition.

**Australian Team Representatives:**

- \$200 scholarships have been approved annually for 7 participants. Should numbers exceed 7, then the Committee of Management has the authority to amend.

**State Team Representatives:**

- NSW members selected to represent NSW at National Championships events where a team is selected, will be reimbursed their entry fees to those events only where team scores are used to determine the National Team Championships.
- National Indoor: Due to the varied entry fees due to the location of venues – ArcheryNSW Committee of Management will determine reimbursement fee for this event due to it being a postal event.
- Number of members selected into each team will be as close to National Championship guidelines and determined by the Committee of Management.

**Travel Reimbursements:**

- All Road Tolls
- For the first 200km. \$0.80 /km.
- Travel 201km. to 400km. \$0.60 /km.
- After 400km. \$0.40 /km.

*(The above reimbursements /km. cover all vehicle operating costs-fuel, tyres, maintenance etc.)*

- For remote area and interstate travel, the allowance will be whatever would be practical and most economical (car, economy airfare + hire car if needed, rail, bus, etc.)