

Expense Reimbursement Policy – 2021/03

Badminton NT

Badminton NT will reimburse expenses from 2 sources.

1. Peak Sports Organisation (PSO) Grant: The grant agreement stipulates what the money can be used for and how it is to be allocated.
2. Association funds: must be agreed to by the committee through the minutes of a committee meeting before they can be paid.

Claimants should always get approval for reimbursement from the Badminton NT Committee (**the Committee**) before incurring an expense. Expenses not pre-approved may not be reimbursed.

1. Committee Members & Contractors

Any eligible expenses that are incurred on behalf of Badminton NT may be reimbursed in full.

1. **Committee Members:** In the course of their duties as committee, they may be required to purchase goods/services that allow them to do their job.
2. **Contractors:** Members or non-members who participate in Badminton NT related activities may be required to purchase or supply goods/services that allow them to complete their activity.

2. National Representatives

The reimbursement will be dependent on the conditions stated in the PSO grant and/or the decision of the committee at a General Committee Meeting (**GM**). Notification of attendance **MUST** be made to the Committee before the event is held.

1. **Players:** Players selected to represent Badminton NT at National Titles or designated interstate events may be eligible to receive partial reimbursement for airfares (or equivalent transport) to and from the competition city/town.
2. **Officials & Coaches:** Officials & Coaches selected to represent Badminton NT at National Titles or designated interstate events will be eligible to receive partial reimbursement for airfares (or equivalent transport) to and from the competition city/town as well as other expenses incurred during the event.

3. Intrastate (Alice Darwin Challenge) Representatives:

Players and officials selected to represent their club at designated Intrastate Competitions will be eligible to request partial reimbursement for airfares (or equivalent transport) to and from the competition city/town.

3. Travel Conditions

1. Air travel must be economy class (discount where available), & tickets are not to be purchased using frequent flyer points etc
2. Claims for vehicle hire is from approved car hire companies only.

3. Vehicle expenses apply to travel between home & event cities/towns only, not for transport to & from accommodation & the venue, at a predetermined rate. Prior approval may be gained for overnight accommodation during intercity/town travel.

4. Non-Qualifying Expenses

There are certain expenses that Badminton NT will not be held responsible for, including:

- Lost personal property.
- Unauthorized meals/entertainment.
- Fines incurred while driving a hire vehicle.
- Unauthorized flight upgrades, accommodations, etc.
- Expenses for spouses/family members who accompany members to an event.

This list is by no means exhaustive. Pre-approval should be sought for clarification.

5. Claim Procedure

General Expenses:

- 1 A Payment Claim Form is to be submitted to the NTBA committee within 30 days of when the expense was incurred or when the activity occurred.
- 2 Receipts must be provided, where applicable.

Team Travel Expenses:

1. Team manager / Club representative must submit a list of participants with member ID numbers, intended mode of transport (accommodation & other details where applicable) to Badminton NT at least 7 days prior to the event. The finance committee will inform members /clubs of possible reimbursement allocations that can be expected from the information provided. (Not guaranteed)
2. Each claimant must fill in a Reimbursement Claim Form within 7 days of completion of the event.
3. Receipts must be provided, where applicable.

Claim Process:

1. The Payment Claim Form & relevant documents/receipts must be emailed to accounts@ntbadminton.org.au
2. All pre-approved claims will be paid within 14 days of receipt.
3. All single claims without pre-approval will be submitted to the Committee at the next GM for approval.
4. For events with multiple claimants, once ALL potential claims for the activity/event have been received, the Badminton NT Finance Subcommittee will review the requests and present a summary at the next GM for approval.
5. All approved claims will be paid within 14 days of the GM.