

Policy Title Allowances and Entitlements Policy	
Policy Statement	This policy outlines the minimum principles/requirements for claiming allowances and entitlements.
Scope and Application	This policy applies to all current and future members of the management committee.
Effective Date	2017
Compliance	Non-compliance with this policy will result in action to recover any monies owing.
Principles	<ul style="list-style-type: none"> <li>• Meals for volunteers including committee members: The committee will provide meals for any volunteer who has worked through meal breaks on club duties.</li> <li>• Meal Allowances: The club will reimburse any committee member for meal expenses incurred whilst performing club duties associated with their role on the committee. This regulation only applies to committee members who have worked through meals breaks and who could not have reasonably have eaten prior to undertaking the club duty.</li> <li>• Committee meeting expenses: If a committee meeting is held at a meal time and at a venue that serves food and drink then it is acceptable for the committee members to be subsidised to a reasonable level by the club for a meal at that meeting. A nominal figure for such a meal would be \$50 and this would be considered a reasonable level.</li> <li>• Travel expenses: The club will reimburse any committee member for travel expenses incurred whilst performing club duties associated with their role on the committee. This regulation only applies to journeys to places other than the club’s facilities; where the travel distance is greater than the distance between the committee members home and the club’s facilities; and there is no other reasonable alternative to making the journey. The maximum amount will be capped at \$100.</li> </ul>
Review Cycle	The committee will review this policy every 12 months
Further Information	Email: <a href="mailto:secretary@ipswichkartclub.org.au">secretary@ipswichkartclub.org.au</a>