

1. POLICY DOCUMENT

TEAM MANAGERS EXPENSES

Wellington Swimming will cover the following expenses for Regional Managers travelling to National Meets.

- Accommodation (see note 1)
- Travel (either flights or reimbursement for petrol costs) (see note 1)
- Airport parking, if required
- Rental car, if required.
- Food (see note 2)
- Phone calls (see note 3)
- Cost of attending official functions where the attendance of a regional representative is expected.
- Protest and penalty fees paid on behalf of Wellington Regional Teams.

Wellington Swimming will not cover the cost for entertainment or alcohol.

While it is expected that the SW Team Manager will stay and travel independently, in exceptional circumstances the Board may give approval in advance for the Regional Manager to travel and stay with a club team.

Notes

1. All accommodation and travel arrangement are to be organised with the Operations Manager as soon as possible after appointment
2. Reimbursement for meal costs to a maximum of **\$50 for each full 24 hour** period and **\$35 where the period is less than 24 hours** but greater than 12 hours (receipts required).
3. Volunteer managers may claim for all meet related phone calls, including cell phone calls.

The Team Manager is to provide a breakdown of costs with receipts for reimbursement as soon as possible after the meet. The Team Manager may seek an expense advance from the SW treasurer prior to the trip.

Approved: 6 July 2016

Review: Annually