

# Swimming Wellington Policies - Finance



**Title:** Team manager expenses

**Number:** 101

**Reviewed and Approved – 19/10/2020**

**Review - annually**

---

## **Purpose**

To define the expenses which are covered by Swimming Wellington for a Team Manager representing the region at National Meets, and the process for claiming them.

## **Policy**

Subject to Swimming Wellington being able to secure third party funding or sponsorship to cover the expenses referred to in this policy (or otherwise at the Board's discretion) Swimming Wellington will cover the following expenses

- Accommodation (see note 1)
- Travel (either flights or reimbursement for petrol costs) (see note 1)
- Wellington Airport parking/rental car at destination/taxi fares, if required.
- Food (see note 2)

**Swimming Wellington will not cover other costs, including but not limited to entertainment or alcohol, or the costs of family members or friends traveling with the Team Manager.**

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 Team Manager to travel and stay with a club team.

## **Notes**

1. All accommodation and travel arrangement are to be organised with the Administrator as soon as possible after appointment. Airfares must be on a 'lowest available fare' basis. Accommodation costs are expected to be reasonable, with the standard of accommodation to be approved by the General Manager.
2. Reimbursement for meal costs is to a maximum of \$60 for each full 24 hour period away from Wellington, and \$35 where the period away from Wellington is less than 24 hours but greater than 12 hours.
3. GST Receipts are required for all costs.

The Team Manager is to provide a breakdown of costs with receipts for reimbursement as soon as possible after the meet – submitted electronically. The Team Manager may seek an expense advance from the Swimming Wellington Treasurer prior to the trip which is to be reconciled promptly after the event. Any excess advance not spent is to be refunded to Swimming Wellington.