

EXPENSES

The AFF will pay the following expenses for its contractors and volunteers when formally engaged as officials for the Australian Fencing Team and/or for Australian Teams at national and international tournaments.

TRAVEL

1. For all intrastate travel to AFF sanctioned competitions and events (e.g. training camps) where travel is within the contractor's or volunteer's own home city or state, and travel is more than 1 hour by car in each direction, refund of receipted fuel expenses. In special circumstances approved by the AFF Executive, reimbursement for travel may be substituted by a Per Diem (see below).
2. For all interstate travel within Australia to AFF sanctioned competitions and events, economy class airfares, or re-imbusement of travel expenses if travelling by car to the value of the receipted expenses or maximum of the lowest available discounted economy airfare.
3. For all international travel as part of an approved training and competition program for the Australian Fencing Team or participation of teams at AFF sanctioned international tournaments, an international economy class airfare.
4. Any upgrades to the airfares purchase by the AFF will be at the contractor's or volunteer's own expense.
5. Transport to and from the contractor's or volunteer's home and the airport in their home city, to the value of receipts and no more than the maximum of a taxi fare for such travel.
6. Local transport expenses in the destination city, related to the official's role for the team, will be reimbursed on presentation of receipts.

ACCOMMODATION

7. For all interstate and international travel, accommodation will be provided to a standard consistent with that of the team, as determined by the AFF, and may be on a twin share basis.
8. Wherever possible, accommodation will be booked to include breakfast.
9. Personal expenses charged to accommodation venues must be met by the contractor or volunteer before departure.

PER DIEM

10. As a benchmark figure for overseas activities, the per diem is set as 70% of the ATO's reasonable travel expense amounts, as set out in the relevant Taxation Determination each year (e.g. TD2016/13 for 2016-17). The relevant figure is taken from Table 2 of Schedule 1, using the Total figure in the first salary column, rounded to the nearest \$5.1

(As of 1st October 2017 for Australia the per diem is \$110.00.)

11. The per diem will cover all expenses including meals, refreshments and hotel extras.
12. A per diem is not payable for travel days in Australia and for departure days from Australia. A per diem is paid for the departure day from the destination city when departure is in the afternoon or evening.

TELEPHONE

13. A telephone allowance of \$100 per annum will be paid to National (Weapon) Coaches while they are contracted to the AFF, and to the National Team Manager. This will compensate for all telephone usage by these persons both in Australia and overseas. Where a coach is provided a telephone under contract to a State Association, the allowance will be paid to the State Association.

NON-REIMBURSABLE EXPENSES

14. The reimbursement amounts above are not payable to a team official who is appointed from the group of non-fencers accompanying athletes on an international event, and / or where a fully reimbursed team official is considered to be unwarranted in the circumstances. However, an honorarium may be paid (see below).

HONORARIUM

15. The AFF Executive may deem that an honorarium of \$500 in total (or other amount as specified by the AFF Executive) will be paid to the Assistant Team Manager or any other person who undertakes co-ordination tasks and responsibilities in relation to a tour, including a team official undertaking those duties in addition to their own (e.g. a Team Coach also appointed as Team Manager).

REIMBURSEMENT PROCEDURE

Noting that the reimbursement of expenses is a payment of AFF funds to an individual for 3rd party transactions, it is essential that a clear and appropriately formatted record of the transaction is available for external audit purposes. The following is therefore required:

- a) All reimbursement applications will be made on a Payment Requisition Form 2 which will be made available by the AFF.
- b) The Payment Requisition Form is to be filled in and signed by the payee. All amounts requiring reimbursement are to be itemised and receipts must be appended for all such amounts.
- c) The form is to be sent the AFF Treasurer (via the AFF Finance Officer if preferred) for payment authorisation. A second authorisation signature by an AFF executive member is to be provided at a convenient subsequent time.
- d) After payment, the AFF Finance Officer is to file all Payment Requisition Forms and to make this file available to the external auditor.