



Queensland Eight Ball Federation Incorporated

ABN: 52 124 022 404

IA: 01397

www-qebf.org.au

www-qpool-com-au

QEBF Expense Claim Policy

Purpose

While the QEBF is a non-profit organization, it is acknowledged that executive committee members are out of pocket at times during the course of their activities, and that they are away from home for periods where there is extra costs for subsistence and travel.

This policy is intended to ensure that executive committee members are not out of pocket whilst carrying out their roles, and also to ensure that expenses are properly documented so that best accounting practice is adhered to.

Scope

This policy applies to QEBF Representatives, who may be QEBF Executive committee members carrying out their roles, or those delegated by the QEBF Executive Committee. Expenses covered in the policy include, but are not limited to those incurred in the running of QEBF Events, facilitating QEBF Courses, and any travel that may be required to conduct QEBF business.

There is no provision in this policy to override the need for QEBF Executive Committee approval for expenses. There is no assumption of QEBF Executive Committee approval for any expense until approval has been sought and obtained.

All QEBF Executive Committee approvals are to be documented in the form of the consenting emails leading to the approval, or verified meeting minutes, before an expense can be paid. Approvals cannot be done via informal electronic means, such as Facebook etc.

Expenses incurred whilst on non-QEBF business will not be reimbursed by QEBF. For the purposes of this policy, AEBF business is considered not to be QEBF business. Where possible, QEBF delegates at the AEBF AGM are to be selected from people already travelling to the AEBF Nationals, in order not to give rise to additional cost to the QEBF. The QEBF will pay expenses for one delegate to go to the AEBF Mid-Year Meeting, provided that the delegate is not attending in any other capacity, in which case the QEBF may agree to pay a pro rata amount.

All expense claims are paid in good faith that the expense is not being claimed from another source. If the QEBF discovers that an expense has been claimed from another source, immediate steps will be taken to recover monies, and disciplinary action will be taken.

The main categories are covered in the sections below.



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Food & Incidentals

There is a food and incidentals allowance payable to QEBF Representatives who are required to be away from home for a full day or more whilst on QEBF business.

No allowance is payable in respect of travelling to or attending QEBF meetings, unless a QEBF Executive Committee Member is attending a QEBF Executive Committee meeting outside of their zone of residence.

The allowance is \$80 per full day for those who were deemed by the QEBF Executive Committee to be required to be present for the event. This is payable upon receipt of an Expense Claim form.

If a portion of the trip is on non-QEBF business, then the allowance shall be payable for those days spent on QEBF business.

Use of Own Specialist Equipment

In limited circumstances, the QEBF acknowledges that QEBF Representatives may need to supply their own specialist equipment whilst running QEBF events. Equipment may be supplied on a rental basis to the QEBF in order to facilitate live streaming or, the delivery of presentations for umpiring or coaching courses.

Subject to QEBF Executive Committee approval on a case by case basis in advance of each event, the QEBF may enter into a rental agreement to pay the following:

\$100 per day for Live Streaming Equipment

\$50 per day for Audio Visual Equipment for Presentations

For QEBF Executive Committee approved rental agreements, payment will be made upon receipt of a valid tax invoice*.

Out of Pocket Expenses

All reasonable out of pocket expenses must be approved by the QEBF Executive Committee, and be documented by retaining the tax invoice from the transaction. These must be supplied with an Expense Claim form to the QEBF Treasurer, who will verify and arrange payment.

No payment will be made where proof of expenditure is not submitted. An invoice cannot be issued to the QEBF in lieu of the proof of expenditure.

In exceptional circumstances, the QEBF may consider a one off allowance for use of personal internet, phone etc., but this would be an extreme exception rather than the norm, based on



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the assumption that everybody has access to phone and internet, and would only be paid where the QEBF is satisfied that extra expense was incurred as a result of QEBF activity.

Travel

For events in a QEBF Representative's zone of residence, food & incidentals allowance is deemed to be sufficient to cover travel to and from venue, and no additional claim can be made for travel.

For any QEBF Executive Committee approved QEBF travel outside of a zone of residence, in addition to the food & incidentals allowance, the QEBF Representative is entitled to claim travel allowance.

The following can be claimed under this allowance:

- Economy Flights
- Baggage, including extra baggage to carry equipment
- Flight insurance
- Accommodation (based on 2 sharing, where possible)
- Taxi to/from airport **or** airport parking
- Car Rental (including fuel & tolls)

If it is possible for 2 people to share accommodation, but they choose not to, the QEBF will pay the cost of 2 sharing, and the rest is payable out of own pocket.

Any food and drinks on the accommodation bill will be taken out of any applicable food and incidentals allowance.

If a portion of the trip is on non-QEBF business, then the accommodation and car rental costs shall be payable for those days spent on QEBF business.

Where it is more cost effective than flying, the QEBF Executive Committee may agree to the use of a QEBF Representative's own car, which may be claimed @50c/km, but the travel time will not attract any additional food and incidentals allowance. To claim for own car, a log must be kept for distance travelled, and submitted with an Expense Claim form.

The following will not be paid:

- Fuel/tolls to get to/from home airport
- Parking or speeding fines
- Avoidable fees, such as late car return, missed flights etc.



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Where possible, it is preferred that the QEBF book and pay directly up front (like accommodation booking invoices). For all other travel expenses, retains receipts and submit with an Expense Claim form for reimbursement.

Provision of other goods and/or services

A member of the QEBF may tender for the provision of other goods and/or services, as and when tenders are invited. Under no circumstances will a tender be considered in the absence of two other comparable quotes, and the tender will only be awarded to the most favourable quote in terms of conditions and price.

As per the QEBF Constitution, and the *QLD Incorporated Associations Act (1981)*, any member tendering for the provision of any goods and/or services shall not be involved in the decision making on the award of such goods and/or services.

In such cases, payment will be made after goods and/or services have been rendered, upon presentation of a valid tax invoice*.

Examples

QLD Cup

Hire of equipment – Send valid tax invoice

Food & incidentals – Submit expense claim with no receipts

Live streaming data, stationary etc. – Retain receipts and submit expense claim

QLD State Team playoff in NQ or CQ

Travel – Retain receipts and submit expense claim

Food & Incidentals – Submit expense claim with no receipts

Hire of equipment – Send valid tax invoice

Live streaming data, stationary etc. – Retain receipts and submit expense claim

* A valid tax invoice is an invoice with a current ABN. An invoice not meeting this criteria will not be paid.