



POLICY: REIMBURSEMENT

Policy No	045	Issue		8	
Board Approval	Apr-24	Review cycle	Annually	Next review	Apr-25

Introduction

There are many occasions costs are incurred when completing tasks for DBSA.

Purpose

The purpose of this policy is to set out the steps required to ensure the process of approval required prior to expenses being incurred and approval for reimbursement.

Policy

Approval should be sought from the Treasurer (minor expense) or the Board (significant / major expense) prior to any costs being incurred. This must include details of expenditure costs and quote and or costing for significant and major expenses.

Definitions:

- Minor Expense – Up to \$200
- Significant Expense – Up to \$500
- Major Expense – Above \$500

Maintenance

For the purpose of maintenance expenditure, the Club Maintenance Delegate has the following options:

- Minor Expense – Up to \$50 - can transact without approval
- Significant Expense – Up to \$200 - contact the DBSA Board Maintenance Coordinator or Treasurer for approval
- Major Expense – Above \$200 - must be approved by the DBSA Board

Mileage

A mileage allowance in line with the current Australian Taxation Office allowance is payable for the towing of dragon boats, caravan, trailer and the safety boat to a location in excess of 30kms total return journey. The claim **MUST** be submitted within a four week period of the tow and include date and details of start and finish journey, the reason for the journey, the total kilometres travelled and whether it is single trip or return trip. To calculate the allowance payable the type and cc of vehicle must be included and the calculation clear. The allowance payable for: 2023/2024 payable at \$0.85c per kilometre.



DBSA Powerboat Operators Licence

DBSA will fund the cost of a Power Boat Operators licence under the following conditions:

1. The applicant must successfully complete the SA Governments boating licence procedure documented on the website - SA.GOV.AU - [Apply for a boat licence \(www.sa.gov.au\)](http://www.sa.gov.au)
2. The successful applicant must commit to power boat driving at least at two (2) regattas and one (1) day of State Championships in their first licenced year
3. Part day (1/2 day) driving at regattas will be considered.

EXPENSE CLAIM:

The enclosed Claim Form must be completed in full and receipts attached.



DRAGONBOAT SA EXPENSE REIMBURSEMENT FORM

Refer DBSA Policy #045

NAME:	
CLUB / DBSA:	
DATE:	
ITEM – DESCRIPTION:	
AMOUNT:	
Reimbursement by EFT only:	
<i>Account Name:</i>	
<i>BSB:</i>	
<i>Account Number:</i>	
Receipt/s attached:	
Signature:	
Email:	

DBSA USE ONLY	
Date reimbursed:	
Treasurer's signature:	
Reference number:	