



## POLICY: REIMBURSEMENT and REFUND

<b>Policy No</b>	045	<b>Issue</b>		9	
<b>Board Approval</b>	Jan 25	<b>Review cycle</b>	Annually	<b>Next review</b>	Jan-26

### Introduction

There are occasions when costs are incurred when completing tasks for DBSA or when a refund could be applicable for payment of membership fees.

### Purpose

The purpose of this policy is to set out the steps required to seek approval for a reimbursement or a refund.

### Reimbursement

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 kilometre allowance payable will be in line with the ATO. Alternatively a petrol receipt can be attached.



## **DBSA Powerboat Operators Licence**

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

- The applicant must successfully complete the SA Governments boating licence procedure documented on the website - [SA.GOV.AU](http://SA.GOV.AU) - [Apply for a boat licence \(www.sa.gov.au\)](http://www.sa.gov.au).
- 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 (Part day (1/2 day) driving at regattas will be considered).

## **Expense Claim:**

The enclosed Claim Form must be completed in full by the person claiming the reimbursement and receipts attached.

## **Refund**

### **Eligibility**

Requests for refunds for Registration Fees need to be submitted via RevSport within 30 days of payment outlining the reason for the request. RevSport will generate an email advising of the pending refund request to [finance@dragonboatsa.com](mailto:finance@dragonboatsa.com).

Refunds outside the 30 days may be considered by the Board in exceptional circumstances such as:

- Serious illness or injury preventing further participation in the season.
- Relocation or other life events that make participation impractical.

### **Processing Time**

Refund requests will be reviewed within 14 days of receipt. Board approved refunds will be processed by DBSA and AusDBF via RevSport within 7days of approval.

### **Request Process**

- Complete a Refund Request Form via RevSport.
- Submit the completed form and any supporting documentation (e.g., medical certificates) via RevSport.
- Wait for refund.



# DRAGONBOAT SA EXPENSE REIMBURSEMENT FORM

Refer DBSA Policy #045

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

<b>DBSA USE ONLY</b>	
<b>Date reimbursed:</b>	
<b>Treasurer's signature:</b>	
<b>Reference number:</b>	