

Vehicle Expenses

Each Board/Staff Member will be reimbursed for any approved use of a private vehicle, when used for Little Athletic travel (this does not apply to staff attending their normal place of work).

1. The maximum fuel allowance claimable is \$00.72 per km. This is to be reviewed annually.
2. Claims can only be made where travel is required to undertake TLAA Board of Management duties.
3. Full details of travel are to be included when making vehicle expense claims.
4. Wherever possible, carpooling is encouraged.

Accommodation Allowance

- All Conferences (ALA, State Conference, Board Conference etc) – “Accommodation to be arranged at relevant Conference rate”.
- All LAT meetings/competitions etc – Maximum accommodation allowance of \$180 is permissible.
- Where possible, accommodation arrangements should be booked through the office.
- If convenient to all concerned, shared accommodation to be arranged where possible

Meal Allowance

- Allowance of \$20 per meal when away from home for LATAs related business with the following exceptions ...
- Breakfast – if requiring accommodation, breakfast at the venue’s applicable rate is permissible. (otherwise \$20 allowance applies).
- Dinner – Allowance of up to \$40 upon presentation of receipt (otherwise \$20 allowance applies).
- Other Expenses
- Any reasonable LAT related expenses to the value of \$50 will be reimbursed upon the presentation of a receipt.
- Expenses above the value of \$50 require pre-authorisation from the President and production of a receipt for reimbursement (happy to discuss/debate the \$50 figure and whether it should be higher/lower).

Claim Procedure

- Claim forms can be lodged with the Office at any time within 6 months of the expense(s) being incurred. An electronic copy of the claim form is to be sent to the entire Board.
- The Office will send out a weekly list of accounts to be paid including any expense claims for Board approval.