

NORTH STEYNE SURF LIFE SAVING CLUB

REIMBURSEMENT CRITERIA

1 SCOPE

These criteria apply to all reimbursement and expense claims for NSSLSC members.

2 REIMBURSEMENTS - GENERAL

- a. All expenses claimed for reimbursement should be appropriately approved in advance under the NSSLSC Treasury Policy.
- b. All expenses claimed for reimbursement must include a copy of a tax receipt from payment.
- c. Receipts should be submitted for reimbursement not more than one month after being incurred, to allow NSSLSC to track its expenses accurately.

3 TRAVEL REIMBURSEMENTS

- a. Travel expenses incurred in the ordinary cost of patrol operations, surf sports, or other Club volunteer activities will generally not be reimbursed.
- b. NSSLSC will offer petrol subsidies for out-of-SNB-Branch activities in some cases. In particular:
 - i. Members towing or transporting collective sizable gear (e.g. trailers) to carnivals and emergency service activities will be reimbursed. This includes transport expenses to NSW Titles and Aussies, [when out of SNB](#).
 - ii. Scenarios where NSSLSC has asked a member to drive a vehicle to an event to support with member/competitor/rescuer transport and logistics.
- c. Claims and subsidy amounts should be agreed with the Treasurer in writing in advance of incurring expenses.

4 FUEL EXPENSE MANAGEMENT

- a. NSSLSC incurs fuel costs for its on-site IRB operations and for the abovementioned travel scenarios.
- b. [Fuel payments should be made through a Club-supplied Ampol fuel card, in order to:](#)
 - i. [Support SLS sponsors, and](#)
 - ii. [Obtain Ampol's SLS discounts](#)
- c. [NSSLSC reserves the right to refuse fuel reimbursements where an Ampol fuel card has not been utilised, as this amounts to overpaying vs the rate obtained through Ampol.](#)