



## **Swimming Bay of Plenty Mileage Reimbursement Policy.**

### **Purpose**

The purpose of this policy is to:

1. Describe the types of mileage expenditures that are reimbursable by Swimming Bay of Plenty.
2. Describe the process for a member to file a mileage claim.

### **Rate**

Travel shall be reimbursed at the mileage rate prescribed by the Inland Revenue Department.

### **Claimable Travel**

Mileage expenses can be claimed where a member has to use their own vehicle for travel to meeting's as required by the Board of SBOP. Mileage will be reimbursed for travel from members home or place of work to the meeting and back.

Swimming BoP will reimburse

1. Board Members attendance at Board Meetings.
2. Board Members attendance at an AGM or SGM.
3. Board members attendance at a club meeting where a board representative is required.
4. Travel to a meeting by a member who is attending the meeting at the request of the Board.
5. Awards Committee members travel to the Awards Committee meeting.
6. Technical Committee members travel to Technical Committee meeting.

### **Filing a Claim**

A member wishing to make a mileage claim must do so on the Swimming Bay of Plenty Claim Form. This must be emailed or posted to the SBOP Administration Officer.

Mileage must be claimed in the same financial year as the Travel occurred and within three months of the meeting.

Upon receipt of a travel claim the BoP administration officer will gain approval and make payment.