



SANDY CREEK RACEWAY

HOME OF WARWICK KART CLUB

"The Friendly Place to Race"

GREG LLOYD SIGNS 0612 072 908

PO Box 607, WARWICK, Qld 4370

President: Peter Lane 0418 740 021, Secretary: Fiona Williams 0418 785590, Membership Secretary: Erin Sell 0416 136184

Policy Title: ALLOWANCES AND ENTITLEMENTS POLICY

Policy Statement: This policy outlines the minimum principles/requirements for claiming allowances and entitlements.

Principles:

- Meals for volunteers including committee members: The committee will provide meals for any volunteer who has worked through meal breaks on club duties.
- Meal Allowances: The club will reimburse any committee member for meal expenses incurred whilst performing club duties associated with their role on the committee. This regulation only applies to committee members who have worked through meals breaks and who could not have reasonably have eaten prior to undertaking the club duty.
- Committee meeting expenses: If a committee meeting is held at a meal time and at a venue that serves food and drink then it is acceptable for the committee members to be subsidised to a reasonable level by the club for a meal at that meeting. A nominal figure for such a meal would be \$50 and this would be considered a reasonable level.
- Travel expenses: The club will reimburse any committee member for travel expenses incurred whilst performing club duties associated with their role on the committee. This regulation only applies to journeys to places other than the club's facilities; where the travel distance is greater than the distance between the committee members home and the club's facilities; and there is no other reasonable alternative to making the journey. The maximum amount will be capped at \$100.

Application:

This policy applies to all current and future members of the management committee of the Warwick Kart Club.

Compliance: Non-compliance of this policy will result in action to recover any monies owing.

Effective Date: 11.11.2017