



# Policy and Procedure Manual

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**Policy Name:** Volunteer Re-imbusement  
**Policy Number:** MBASS.001  
**Policy Date:** 26 February 2014

## Purpose of the Policy

This policy provides guidelines for the re-imbusement of members who volunteer their time to assist in a range of duties including but not limited to officiating and towing trailers.

The carnival must be located outside of the “Sunshine Coast Branch” region.

## Procedures

- Expenses that may qualify for re-imbusement includes –
  - Fuel
  - Accommodation
  - Meals
  
- To qualify for reimbursement of expenses incurred the member must be -
  - Officiating
  - Towing club gear
  - Other duty as approved by the Executive Committee
  
- Re-imbusement of expenses will be paid as outlined in the following table

Role	Service	Value Reimbursed
Officiating	<ul style="list-style-type: none"><li>• Fuel</li><li>• Accommodation (minimum 2 day carnival)</li><li>• Meals (minimum 2 day carnival)</li></ul>	<ul style="list-style-type: none"><li>• Use of Club Fuel Card</li><li>• Up to \$80 per night or cost of room (whichever is less)</li> <li>• Up to \$20 per day</li></ul>
Towing craft	<ul style="list-style-type: none"><li>• Fuel</li></ul>	<ul style="list-style-type: none"><li>• Use of Club Fuel Card</li></ul>

- Any claim for reimbursement must be filed on the attached expense claim form along with the supporting tax invoices.
- Expense claim forms should be lodged with the General Manager for approval within 7 days of the date the expense was incurred.