



OFFICIALS – TRAVEL EXPENSE REIMBURSEMENT POLICY

Policy Number	KV – 002	Version	V 3.0
Drafted by	Phil Lane	Approved by KV	21 December 2023

INTRODUCTION

Victorian Karting Association Ltd trading as Karting Victoria (“KV”) recognises the need for Volunteers to undertake travel on KA/KV’s behalf, and the need for some out-of-pocket expenses to be Reimbursed.

KA and KV are also committed to ensuring that all travel undertaken is done so safely, and that accommodation is appropriate and to an acceptable standard.

DEFINITIONS

In addition to the definitions in the 2023 Australian Karting Manual, the following definitions apply to this policy:

- **VOLUNTEERS**
 - Unpaid/Honorary representatives engaged on KA/KV business. Including but not limited to; Officials, Stewards, Commission & Committee Members, and Board Members.
- **APPOINTED VOLUNTEERS**
 - Volunteers appointed to Events by KA and does not include volunteers appointed by KV or the Hosting Club.
- **EVENT ORGANISER**
 - Refer KA definitions (2024 Australian Karting Manual Page 26)
- **HOSTING CLUB**
 - The club operating the track at which the event is being held.
- **PLURALITY OF ROLES**
 - In the majority of cases the Event Organiser and the Hosting Club will be one and the same. The separation of these roles will occur at National and State level Events:
 - Therefore, these definitions and this policy are written to ensure clarity and the avoidance of doubt.
- **STATE EVENTS**
 - For the purpose of this policy Events that qualify as State Events are the Victorian State Championship and the State Cup.
- **NATIONAL EVENTS**
 - For the purpose of this policy the Events that qualify as National Events are The Australian Karting Championship, Ultimate Club Racer, and Summer Series Events that are held at Victorian Clubs.

OBJECTIVES

To define the types of expenses necessarily incurred by volunteers and provide reimbursement limits to ensure those expenses are incurred in a fiscally responsible manner to avoid unnecessary and extravagant expenses.

POLICY

<NEW>

At the STATE EVENTS as defined here-in, Karting Victoria will cover the costs of all reimbursements and accommodation for the following essential officials appointed by Karting Victoria:

- Clerk of the Course/Race Director
- Chief Steward
- Chief Scrutineer

MEALS AND REFRESHMENTS

The Hosting Club is required to provide Breakfast, Lunch and Refreshments during a race Meeting for ALL volunteers including APPOINTED volunteers.

The evening meal allowance will be \$50.00 per day. A meal allowance is payable where overnight accommodation is provided.

Except for National Events, the Hosting Club is responsible for the payment of this allowance to ALL volunteers including APPOINTED volunteers. At National Events, the Hosting Club is responsible for the payment of this allowance to volunteers that are not APPOINTED volunteers.

<NEW> Where a Hosting Club is not providing breakfast at a Race Meeting, then a **breakfast allowance of \$25.00** is to be paid to ALL volunteer officials that have been provided with overnight accommodation. This allowance is also payable if a volunteer official is provided overnight accommodation after the conclusion of the meeting due to excessive travel distances.

TRAVEL

Volunteers who use their vehicle while performing a pre-approved KA/KV role will be reimbursed based upon the distance travelled, on an 'each-way' basis, at a rate of \$0.50 per kilometre travelled. Google Maps will be the reference for the calculation of the distance travelled. Where such travel relates to a race meeting, except at National Events and State Events as defined here-in, the Hosting Club will be responsible for the payment of this reimbursement to ALL volunteer officials including APPOINTED volunteers. At National Meetings, the Hosting Club will be responsible for payment of this reimbursement to volunteer officials that are not APPOINTED VOLUNTEERS.

ACCOMMODATION

Where possible the standard of accommodation should be a minimum of three stars as described under the AAA Tourism Rating System.

Where volunteers travel over two hours and/or 200km to attend a meeting, accommodation is to be provided from the evening prior to the first day of the meeting up to and including the evening prior to the last day of the meeting. All other volunteers are to be provided accommodation during the meeting up to and including the evening prior to the last day of the meeting. Except at National Meetings, this accommodation for ALL volunteers including APPOINTED volunteers is to be arranged and paid for by the Hosting Club. At National Meetings, this accommodation is to be arranged and paid for by the Hosting Club for volunteers that are not APPOINTED VOLUNTEERS.

With due consideration to the safety of all volunteers, there may be circumstances where accommodation is required to be provided on the evening of the final day of an event for any volunteers with excessive travel distances. This is to be arranged on a case-by-case basis prior to the commencement of a race meeting. Such discussions between the individual volunteer, the Event Organiser and/or the Hosting Club, are to be initiated by the Hosting Club. Should such accommodation be deemed necessary the responsibility of providing that accommodation is that of the Hosting Club, with the exception of National Meetings.

<NEW>

Where accommodation is provided under these circumstances the hosting Club is required to pay to the volunteer the prescribed Meal Reimbursements.

Timing of Payment

The total Travel Reimbursement amount is to be paid to all Officials by the Hosting Club at the commencement of the first day of the Race Meeting.

<NEW>

Where EFTPOS transfer is being used as the method of payment, the total Travel Expense Reimbursement is to be paid prior to the commencement of an Event.