



SE REGION TRAVEL POLICY

Purpose

This policy outlines acceptable travel expenditure for SE Region Executives & selected players participating in &/or representing SE Region in/at NSWBowls sanctioned events & activities.

Executives

Where executives are required to travel while representing SEBowls, SEBowls will pay the following amounts for travel & accommodation:

Travel - Personal Vehicle Use

Travel to locations more than 100kms return from home club – kilometre reimbursement at .50 cents per km for total trip.

Car Parking & Tolls - at personal cost

Hire cars, Taxis, public Transport & Ride Sharing - at personal cost

Accommodation - Accommodation for Executives will be provided on a share basis, booked by the Regional Secretary at a cost allocated in annual budget. 2024-25 room cost up to \$150.00 per night (regional) & \$200.00 per night (city).

Executives may request alternate arrangements including different location/s, non-sharing & partner arrangements to the above. Any additional cost incurred to be met at own expense.

N.B. Should accommodation not be available within these price limits, the Secretary will have the discretion to make the necessary adjustments to the price payable.

Prior approval to book accommodation at a cost greater than budget allocation (& to expect additional reimbursement from regional funds) must be obtained from the Secretary

Executives may request alternate arrangements to the above at their own expense

Daily/Meal Allowance - No daily/meal allowance payable. However, where a club provides & charges for lunch to players & competitors during an event, the Region will meet the cost of this club provided meal.

Payment Process - All claims must be submitted on attached Claim Form to Treasurer, SERegion within 10 days of expenditure. When claiming reimbursements for accommodation, receipts must be provided.

Players

Where players are required to travel while representing SEBowls (Inter-Region Events), SEBowls will pay the following amounts for travel & accommodation:

Travel – at personal cost

Car Parking & Tolls - At personal cost.

Hire cars, Taxis, public Transport & Ride Sharing - At personal cost

Accommodation - Accommodation for representative players will be provided on a share basis, booked by the Regional Secretary at a cost allocated in annual budget.

2024-25 room cost up to \$150.00 per night (regional) & \$200.00 per night (city).

Juniors - Each eligible junior may be accompanied by a guardian whose accommodation will be considered as part of the twin share accommodation for that junior player.

Partners - Any additional partners, or family members who wish to travel and stay with any player, are required to make & pay for their own accommodation arrangements.

N.B. Should accommodation not be available within these price limits, the Secretary will have the discretion to make the necessary adjustments to the price payable.

Prior approval to book accommodation at a cost greater than budget allocation (& to expect additional reimbursement from regional funds) must be obtained from the Secretary

Players may request alternate arrangements to the above at their own expense.

Daily/Meal Allowance - No daily/meal allowance payable. However, where a club provides & charges for lunch to players & competitors during an event, the Region will meet the cost of this club provided meal.

Payment Process - All claims must be submitted to Treasurer, SERegion within 10 days of expenditure. When claiming reimbursements for accommodation, receipts must be provided.

Selectors

Where selectors are directed to travel to events by the SERegion Executive &/or the Chair of Selectors, they are entitled to claim the same benefits paid to the Executive as listed in this policy.

Prior approval to travel is required by the Chair of Selectors for these benefits to be paid.

As at: Tuesday, 25 February 2025