

## Travel Reimbursements for Volunteers

19 June 2018

### What is it?

Bicycle Queensland is offering volunteers subsidised travel options from Brisbane to Cairns before the ride and from Cairns to Brisbane after the ride.

For some people these options may not be suitable because they live outside south-east Queensland or they may want to spend more time in the region before or after the ride and travel to/from CQ18 independently. Volunteers can travel with us one way and arrange their own travel for the other leg of the journey. In this case BQ has already paid for half the travel of the extended holiday so no further claim will be paid.

For volunteers who arrange their own independent travel to/from event, we will reimburse 50% of the cost of the main sector of a journey up to a total of \$150. Remember that you can still use any of the bus transport options listed on the application form at no cost even if you are arranging your own independent travel to/from Cairns.

### What is covered and what is not?

Some examples of what is included:

- The main sector of your return journey with a commercial operator being by plane, bus or train.
- Your return journey by private vehicle – fuel costs only.

What is not included is:

- One-way journeys of any type;
- Transfers to connect to commercial operators e.g. taxi or bus to airport;
- Travel to Brisbane to connect to our flights;
- Accommodation, meals and optional extras during your journey;
- Wear and tear on private vehicles;
- If more than one volunteer is travelling in a private vehicle then only one claim can be made;

Ultimately, the Event Director will determine what is paid and what is not. We recommend you provide as much detail as possible on your application form to avoid any disappointment.

### How to claim

You must apply to BQ (see form below) before 2 August 2018 and receive agreement from the Event Director.

To claim you must use the form issued by BQ (see below) and submit it by 30 September 2018.

You must supply copies of proper tax receipts or invoices (proof of payment required for invoices). Credit card transaction receipts (or similar) are not acceptable. Proper tax receipts/invoices show:

- The words “tax invoice” or “tax receipt”;
- The date of issue;
- The name of the supplier and their ABN;
- A brief description of each thing supplied;
- The price for the supply;
- The amount of GST or the words “GST inclusive”.

For private vehicles you must record the odometer reading on fuel receipts.

Reimbursements will be processed by BQ after the event and payments will be sent at the end of October 2018.



## Reimbursement of Volunteer Travel Expenses – CQ18

Applications close 2 August 2018

Send this form to Bicycle Queensland by: Post: PO Box 5957 WEST END QLD 4101 OR Email: bqinfo@bq.org.au

### PERSONAL DETAILS

First Name: ..... Surname: .....

Address: ..... Suburb/Town: ..... Postcode: .....

Tel (h): ..... (w): ..... Mobile: ..... Email: .....

### YOUR PLANNED JOURNEY

**Briefly describe your return journey**

Depart home on date: ...../...../..... Expected cost: \$..... Travel to the event: .....

Arrive home on date: ...../...../..... Expected cost: \$..... Travel from the event: .....

### APPLICATION **You must read and sign**

I understand this is an application only. ♦ I have read and understand the relevant Information Sheet. ♦ I know I will not receive any reimbursement unless the Event Director approves this application.

Signature: ..... Date: .....

### APPROVAL **For use by Bicycle Queensland only**

This application is **approved** with the following conditions: .....

This application is **not approved** for the following reasons: .....

Signature: ..... Date: .....

Applicant notified

### REIMBURSEMENT CLAIM

**Use only after approval is received and your costs are known – submit by 30 September 2018**

Send this form to Bicycle Queensland by: Post: PO Box 5957 WEST END QLD 4101 OR Email: bqinfo@bq.org.au

Attach all invoices or receipts for your full journey (copies are acceptable but credit card transaction receipts or similar are not accepted). ♦ For private vehicles you must record the odometer reading on fuel receipts. ♦ Reimbursement claims will be processed by BQ after the event and payments will be sent at the end of October 2018. ♦ Use additional sheets as needed.

#### Summary of expenses:

Date	Amount \$	Who was paid	Description of goods/services	Acct code (BQ use only)

Total amount for the full journey is (total of above) \$ .....

Signature: ..... Date: .....

### PAYMENT **For use by Bicycle Queensland only**

Eligible costs total \$ ..... 50% is \$ ..... Assessed final payment is (max. \$150) \$ .....

The reasons are: .....

Signature: ..... Date: .....

Notification and payment sent to claimant