

Netball Queensland

Travel & Accommodation Policy



The newly amended Travel and Accommodation Policy is based on regional classifications and enables Associations to have travel and accommodation fees partly or completely subsidised. With this policy in place, it is more financially viable for representatives from Associations in distant or remote areas to attend important Netball Queensland events. This policy is applied to select events determined by Netball Queensland such as General Meetings/Annual General Meetings.

Qualifying for a Travel Subsidy from Netball Queensland

One (1) delegate per Full Member Association will be reimbursed by Netball Queensland for travel and accommodation expenses incurred to attend select NQ events in accordance with the following categories.

<p>Category 1:</p> <p>The following Full Member Associations are eligible to receive reimbursement for one (1) return economy air ticket. The Full Member Association is recommended to book the cheapest option available not less than four (4) weeks prior to the relevant Meeting date.</p> <p>If flights are not booked more than 4 weeks prior to the meeting:</p> <p>- If flights are booked between 2 weeks and under 4 weeks prior to the event, the airfare is reimbursed at 50%</p> <p>-If flights are booked less than two (2) weeks prior to the event then the airfare is reimbursed at 25%. The Full Member Association shall meet the cost of additional flights should more than one member attend the meeting.</p>	<ul style="list-style-type: none"> • Barcaldine • Biluela • Blackwater • Bowen • Burdekin • Cairns • Capricorn Coast • Charters Towers • Douglas • Emerald • Evelyn • Gladstone • Herbert River • Hughenden • Innisfail • Longreach • Mackay • Maranoa • Mareeba • Middlemount • Monto • Moranbah • Mt Isa • Rockhampton • Sarina & Districts • Tableland • Townsville City • Tully • Whitsunday
<p>Category 2:</p> <p>The following Full Member Associations are eligible to receive reimbursement for one (1) return coach/rail ticket or fuel cost. Fuel cost will be reimbursed from Delegates home to Brisbane and return. The fuel receipts must be clearly dated the weekend of the relevant Meeting and forwarded to Netball Queensland for reimbursement.</p>	<ul style="list-style-type: none"> • Bundaberg • Gayndah & Districts • Hervey Bay • Kingaroy • Maryborough • Mundubbera • Nanango & Districts
<p>Category 3:</p> <p>All other Full Member Associations not mentioned in this Policy are ineligible for the Travel Subsidy.</p>	

Please note: If travel expenses are incurred by individuals/Full Member Associations, it is the responsibility of those parties to request reimbursement in writing as soon as possible following the meeting and are required to provide all necessary documentation for proof of travel, i.e. tax invoice, original return ticket or photocopy of ticket.

Qualifying for an Accommodation Subsidy from Netball Queensland

Netball Queensland will reimburse one (1) representative from each of the Category 1 Associations for one (1) night of accommodation, up to the value of \$110 for Netball Queensland events that have been approved. The receipt/invoice must be clearly dated and forwarded to Netball Queensland for reimbursement.

For Associations that require more than one night's accommodation **due to travel schedule limitations**, may apply to Netball Queensland outlining their extenuating circumstances to justify further subsidy.

All receipts/invoices and relevant travel documentation must be forwarded to Netball Queensland within six (6) weeks of the event to be eligible for reimbursement. Documents submitted after Saturday 5th December 2015 will not be processed for payment.

Category 1 and 2 Travel Booking Procedure

Should your Association be classed as Category 1 or 2, you are asked to follow the procedure below:

1. Make your own flight/rail/coach travel arrangements (economy class). To ensure you receive full reimbursement for one (1) person as per the Policy, bookings **MUST** be made not less than four (4) weeks from the meeting or event date. After this date, there is a staggered system of reimbursement as shown in the Policy. Key dates are listed below:

100% reimbursement for bookings made on or before **Saturday, 26th September 2015**.

50% reimbursement for bookings made on or between **Sunday 27th September 2015** up to and including **Saturday, 10th October 2015**.

25% reimbursement for bookings made on or between **Sunday, 11th October 2015** up to and including **Saturday, 24th October 2015**.

2. Retain the booking confirmation notice (**please ensure that this notice is also a tax invoice or request a tax invoice when booking**)
3. Retain the boarding passes/tickets for return travel
4. Within six (6) weeks of the meeting or event, forward the booking confirmation and boarding passes/tickets to Netball Queensland via email: membershipsupportunit@netballq.org.au or mail: PO Box 50, Moorooka QLD 4105. No reimbursements will be made after this six week period, being **Saturday 5th December 2015**.
5. A reimbursement of travel expenses incurred by one (1) individual at your Association, in accordance with the Policy, will then be arranged by Netball Queensland.

Please note:

To receive a reimbursement you are required to attend the meeting or event in its entirety.

Accommodation Booking Procedure

1. Make your own accommodation arrangements at any time in the lead-up or during your trip, noting that the below cut-off dates for reimbursement entitlements apply.
2. Retain the booking confirmation notice (**please ensure that this notice is also a tax invoice or request a tax invoice when booking**)
3. Within six (6) weeks of the meeting or event, before **Saturday 5th December 2015** forward the booking confirmation to Netball Queensland via email: membershipsupportunit@netballq.org.au or mail: PO Box 50, Moorooka QLD 4105. No reimbursements will be made after this six week period finishing on **Saturday 5th December 2015**.
4. A reimbursement of accommodation expenses incurred by one (1) individual at your Association to the value of \$110 for one (1) night in accordance with the Policy, or as otherwise discussed with Netball Queensland, will then be arranged.