

# Technical Official Travel Subsidy Policy

**1.0** Technical Officials appointed to agreed sanctioned Swimming Australia Ltd (SAL) events are entitled to a subsidy to help with the cost of return travel from home to the host city subject to clause 2.3.1.

## 2.0 Policy

**2.1** SAL will provide assistance for travelling costs, to Technical Officials appointed to the following National Events:

- Australian Swimming Championships
- Australian Age Championships
- Australian Short Course Championships
- Australian Open Water Championships

**2.2** Officials may choose between one of the following travel methods:

- Air
- Road
- Bus
- Train

## 2.3 Air

SAL will pay directly to their endorsed travel agent (details below) the full costs for all airline bookings made in accordance with the following procedures or to the Technical Official on the production of an Invoice/Statement by Supplier and receipts for flight costs in accordance with the following:

### 2.3.1 *Use of SAL Appointed Travel agent*

- Appointed Technical Officials are encouraged to book flights through the endorsed SAL Travel Agent.
- The appointed travel agent will source the cheapest available fare from any airline, for travel to the location. Officials are expected to use the suggested airline for travel. Consideration will be given to use other airlines for Officials travelling from WA to the east coast for events.
- All bookings made through the endorsed travel agent will be invoiced directly to SAL and no payment will be required from the Technical Official.

- All bookings must be made through the SAL Travel Agent no later than **twelve** weeks prior to the departure date unless otherwise directed by SAL.
- The Travel Agent will not accept bookings after the closing date and Technical Officials will then be responsible for their own flight costs.
- Any costs incurred due to changes in flight details will be at the expense of the individual Technical Official. SAL will not be responsible for costs associated with flight changes.
- The SAL Travel Agent will be provided with the names of the appointed Technical Officials for each sanctioned National Event and bookings will only be charged back to SAL for those appointed Technical Officials
- The Travel Agent can also arrange for airline/accommodation etc bookings for partners etc who will be required to pay directly to the agent.
- **If an official withdraws from the competition after the airfare has been ticketed then that official will pay SAL the cost of the airfare.** The credit of the airfare is then available for the said official to use in the next 12 months. If used for another approved SAL appointment the airfare can then be reimbursed. If an official doesn't repay the cost to SAL they will no longer be available for appointments until they become financial.

*Travel Agent Details*

**Andrew Jones Travel**  
Ashlee Viro  
[Ashlee@ajtravel.com.au](mailto:Ashlee@ajtravel.com.au)  
Phone: 03 6221 3400

**Please provide the following information via email to the travel agent:~**

Full name (as per Photo ID):

Email:

Mobile:

Departure location:

Exact Date and approximate departure time:

### **2.3.2 Personal booking through travel agent/airline**

- Technical Officials may also book flights through their own travel agent or on line and seek reimbursement from SAL.
- Re-imbursements must be made on an "Invoice and Statement by Supplier" and submitted to the Secretary- Technical Committee for endorsement of payment before being forwarded to SAL

- The list of approved Technical Officials will be provided to SAL and Technical Officials 16 weeks prior to the date of the event.
- At this time SAL will determine the maximum amount to be reimbursed for each major location based on the Qantas “Supersaver” fare.
- Technical Officials will be advised of the amount at the time of notification of approval to attend the event.
- The SAL “declared” rate will be the maximum amount of reimbursement. Should Technical Officials receive a lower rate than the declared SAL rate, the lower rate will be the amount of the reimbursement
- Bookings made using personal Frequent Flyer points will be reimbursed at the declared rate on the production of an Invoice and documentation as listed below.
  
- SAL will NOT accept the following charges associated with flying to the host state:
  - Car parking charges encountered by officials who choose to leave their vehicle at an airport
  - Petrol or mileage charges associated with travelling to the airport
  - Taxi fares/transport to and from the airport
  
- For reimbursement of booking made using Frequent Flyer points a copy of the receipt produced by the airline must be submitted to SAL.

## 2.4 Road/Bus/Train

- 2.4.1 Officials are entitled to receive a subsidy for petrol charges incurred whilst driving to the host city and return, equivalent to the “declared airfare rate” as above. Officials are also entitled to an overnight stay in either direction, provided the distance travelled from location to host city is greater than 800km’s and the total reimbursement does not exceed the “declared rate.”
- 2.4.2 Officials are also entitled to reimbursement for bus/train travel as per the 2.3.2
- 2.4.3 Full receipts for return travel must be provided to SAL to claim the subsidy. It is not acceptable to simply double the cost of the initial travel to the event.

- 2.4.4 Copies of relevant petrol, bus/rail and accommodation receipts must be submitted to SAL as set out in *Procedure for Claiming Travel Subsidy*.

### **3.0 Procedure for Claiming Travel Subsidy**

- 3.1 Technical Officials will be supplied the following forms:

- Invoice Template
- Statement by a Supplier

- 3.2 Full receipts substantiating the claim must be attached to the Invoice and returned along with the “Statement by a Supplier” to the Secretary of the Technical Committee. Please note that Officials choosing to travel via road must mail forms back to Swimming Australia once all travel is complete and all receipts for return petrol and accommodation are included.

Swimming Australia  
Attn: Community Sport Manager  
PO Box 3286  
Belconnen ACT 2617

- 3.3 The Secretary of the Technical Committee will review all travel claims and forward endorsed claims through to SAL for payment. SAL will endeavour to process these claims within 14 days of receipt into the SAL office.

### **4.0 Payment**

- 4.1 Approved Claims will be paid directly into a nominated bank account. Cheques will not be issued.
- 4.2 Details of bank BSB number, Account number and account name should be provided to SAL. Details need only be provided once
- 4.3 Any changes to Bank Account details should be notified to SAL immediately