



***THE GLIDING FEDERATION  
OF AUSTRALIA INC.***

# GFA Expenses Guidelines

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## GFA Expense Guidelines

Brief Document Description:

Keywords: Guidelines for Reimbursement to GFA Officers

This document is issued by the Gliding Federation of Australia Inc.

All inquiries reference this document should be directed in the first instance to:

The GFA Secretary:

Unit C4, 1 - 13 The Gateway,  
Broadmeadows, Victoria, 3047  
Australia.

PHONE: +61 (0) 3 9359 1613,

FAX: +61 (0) 3 9359 9865.

EMAIL: [Secretary@glidingaustralia.org](mailto:Secretary@glidingaustralia.org)

### Record of Document History

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	GFA Secretary	GFA Treasurer	02/12/2012	Version	3
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V1	GFA Secretary	GFA Executive Officer	09/05/06	
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V4	Executive Officer	Board Decision	12/5/2013	Increase of meal allowance
V5	Executive Officer	GFA Board	02/04/2017	Clarification. information on Insurance aspects
V6	Executive Officer	GFA Board	08/04/2018	Clarification. Update

## **Guidelines for Reimbursement to GFA Officers**

### **Basic Policy:**

***“All reasonable expenses of the Regional Officers, Executive, Board and other officers and staff of the GFA, on legitimate and approved GFA business, will be paid by the GFA upon submission of a claim for expenses.”***

### **APPROVED BUSINESS:**

The GFA will cover expenses of officers performing approved business such as

- the monitoring and development of standards and procedures,
- liaison with the CASA, ATSB, Police and aviation industry groups,
- the management of certification systems, such as Instructor/Inspector authorisations,
- audits required by GFA or CASA of airworthiness, safety and operations compliance
- national marketing & development of the sport of Gliding
- coaching & development of the sporting performance of groups of members approved by GFA Sports Committee
- Other activities approved by the GFA Executive

### **REGIONAL COMMITTEE RESPONSIBILITY**

Regional committees are responsible for conducting training courses within their region for airworthiness, instructing, coaching, club development, Safety seminars etc., and the management of equipment such as scales, release testers etc.

Expenses by Regional officers (RMO, RDO, AAAO, RTOA, RTOS, RSM) or volunteers on behalf of the Regional Committee for these activities are paid by the Regional Committee. It is expected that (some) training/coaching expenses will be recovered from the pupils/attendees.

The following expenses are the responsibility of the Regional Committee and will not be met by the GFA except where special written approval is granted by the Board or the Executive

- Maintenance costs or freight charges for equipment (scales, testers etc.)
- Any expense related to Regional training courses
- Purchase of capital items such as filing cabinets, tools etc.

***Please refer to the GFA Head of Department prior to the commitment to any Expense where you intend to seek GFA payment.***

### **GFA RESPONSIBILITY**

General Expenses for the following will be paid by the GFA:

- Costs associated with conducting Safety audits of clubs or approved organisations.
- Travel such as CASA liaison, accident/incident investigation, aircraft inspection etc.
- Attendance by GFA Officers or Staff at Regional training or coaching courses, Safety Seminars or National Gliding School subject to prior approval by the relevant Department Head.
- Attendance of GFA and Regional Officers at meetings at the written request of a Department head.
- Administration costs incurred by GFA and Regional Officers for GFA business such as telephone calls, internet, postage and stationary.

## **CAR TRAVEL EXPENSES**

Many GFA and Regional Officers are required to travel to perform Approved Business, and often this will be by car. Typical approaches that are approved:

1. Taxi costs – for short trips where a car is not available or its use is not cost-effective.
2. GFA staff who regularly use their private vehicle in conducting GFA business will be reimbursed on a per kilometre basis. The kilometre rate is currently \$0.50 /km. No additional fuel charge as this is included in the price. The amount so calculated may be applied to an alternative “vehicle” such as a light aircraft at the option of the officer concerned.
3. Private Vehicle use by other officers will be reimbursed on a Fuel cost only basis:
  - Fuel receipts should be sent attached to the expenses claim form, or
  - An estimate based on Kilometres travelled
4. Hire car. Hire car expenses and fuel purchases will be paid in full upon presentation of the appropriate receipts. Officers should also consider a hire car should a trip be particularly arduous or if their own vehicle is unsuitable for the trip. Economic hire rates are available if you shop around and these have been found to be less than or comparable to the kilometre rate. We encourage the use of hire cars if the distance is more than 500km.

### ***Vehicle Insurance***

1. GFA will pay the hire car insurance excess in the event of an accident claim, and so there is no need to pay for additional insurance when hiring the car.
2. GFA will pay the excess on your comprehensive car insurance in the event of an accident claim. It may not offset any loss of no-claim bonus
3. If you do not have comprehensive car insurance you are advised to use a hire car because any damage to your car will not be covered.

### ***Fines and infringement Notices***

GFA and Regional Officers are responsible for payment of any fines or infringements incurred while on GFA business.

## **AIRLINE TRAVEL & ACCOMMODATION**

**Important!!** Airline travel and Accommodation must be booked through the GFA Office. A written request detailing the required itinerary should be forwarded to the office with approval of your GFA Department Head as soon as the need is identified. The GFA office has access to the best prices available to minimise the impact of travel costs on the GFA budget.

## **MEAL SUBSIDY**

A meal subsidy is provided to subsidise the purchase of an evening meal when you are travelling overnight whilst acting in an official GFA position, or for staff who are required to work approved overtime beyond 7pm, where no other meal subsidy is available.

- Accommodation charges will cover breakfast cost.
- Subsidy for lunch is not provided as this is the normal responsibility of the person. Lunch may be provided as part of a meeting expense package, booked through the GFA Office.
- Where meals are provided at the GFA expense, no meal subsidy is payable.

The current allowance is a maximum of \$50.00 per day. The rate is subject to periodic review.

## **TELEPHONE AND INTERNET EXPENSES**

Modern telephone plans generally mean that occasional telephone charges and occasional internet charges are not a cost to be claimed from GFA.

When travelling, you are encouraged to use free WiFi wherever possible.

Where a specific charge is incurred you must provide a receipt and justification.

Staff who need to use personal telephone and/or internet services should discuss an appropriate fee structure with their Department Head.

## **NEW/REMOTE CLUBS**

New or remote clubs will often require additional surveillance or technical assistance. This can often be given by arranging official visits at “opportune” times.

This is an acceptable role of the GFA in fostering gliding activities. However, Clubs must develop their own resources if they are to continue to function and any additional assistance should be directed towards the development of “self-sufficiency”.

If a remote club requires prolonged assistance the matter should be referred to the GFA Executive.

## **EXPENSE CLAIMS**

*All invoices/receipts must be presented displaying the GST amount for GFA officers acting as agents for the GFA.*

***Expense claims supported by details of the expenditure and accompanied by receipts should be forwarded to your Head of Department for authorisation.***

- Claims from Board Members and the Executive Officer are approved by the President
- Claims by the President are approved by the Treasurer
- Claims from Regional Officers for GFA business should be approved by the Department head (all other claims should be submitted to the Regional Committee).

Payment will usually be made direct to the Officer by the GFA. An expense claim form is available from the Secretariat or on the GFA Website under “Documents and Forms”.

Expense claims should be submitted on a regular basis, at least every 3 months. The GFA financial year ends on April 30<sup>th</sup> and all expenses for that year are to be submitted by that date.

## **CREDIT CARDS**

Corporate Credit Card is to be used by cardholders for the payment of travel and entertainment expenses associated with official GFA business activities only. Approved cardholders may use the corporate credit card for the purchase of other goods and services associated with official GFA business activities. Corporate credit card expenses must be properly documented, with the GFA-related purpose identified, and the documentation must be made available to the GFA Finance Officer.

Cardholders must not use their corporate credit cards for:

- personal expenditure.
- the payment of fines.
- cash advances, over-the-counter cash withdrawals, ATM transactions or the purchase of bank cheques, travelers' cheques or foreign currency.

Cardholders must ensure that their corporate credit card is acquitted within two weeks following the end of the calendar month and that appropriate documentation, including tax invoices, is provided.

Expenses paid using a Corporate Credit Card must be approved by the relevant Expense Approver.

Cardholders must ensure that their corporate credit card is maintained in a secure manner to prevent loss, theft or misuse and that they do not store their full credit card number and expiry date anywhere.

#### **EMERGENCIES**

Where circumstances prevent the use of normal channels you should phone the Secretariat who will do their best to assist.

#### **SUMMARY:**

The basis of the GFA cost recovery

***“YOU ARE EXPECTED TO BE “ECONOMIC” BUT NOT “OUT OF POCKET”.***