

# **TEAM OFFICIALS EXPENSES**

## **Teachers accompanying Regional Teams will be provided with the following:**

- Transport to and from State Championship Venue (*in consultation with the Regional School Sport Officer*).
- Accommodation at State Championship. (If allowed under Queensland Government Financial Procedures). Any change to pre-arranged accommodation must be approved by the Sports Officer.
- Apparel Allowance. This is available through Struddys online shop.
- Meals Allowance for the duration of the championship, if staying in arranged accommodation. (*This is calculated on the Government Meal Allowance rate.*)
- **State School Officials** are required to claim their allowances through ExpenseMe Pro - Government claim system. **Non-State Officials** you will be sent a form to sign and we will process payment.
- An Incidentals' Allowance is payable at the approved overnight rate.

## **Teachers accompanying Regional Teams will be responsible for expenses incurred with the following:**

- Private telephone calls.
- Any other costs involved at Championships.
- **NB**
- Any legitimate Team expenses will be refunded to the manager provided tax invoices/receipts are presented.
- Team officials should not purchase food/drinks for team members. This is the responsibility of the student/parent.
- No cash advances will be made.
- Fly Buy Cards **must not be used** when making purchases for which you will request a refund.

## **Private Vehicle Use**

- Teacher officials who use their own vehicle to attend training are not eligible for kilometric allowance from the Regional Sports Office at this time. These costs can be legitimately claimed on your Taxation Assessment.
- Use of a private vehicle to attend a State Championship will only be approved when there is no transport arranged for that team. Teachers who use their own vehicle to travel to a State Championship are not eligible for kilometric allowance from the Regional Sports Office at this time. These costs can be legitimately claimed on your Taxation Assessment.