



TORQUAY SURF LIFE SAVING CLUB INC.

ABN 95 834 027 136 A0002714R

All Correspondance to PO Box 193 Torquay 3228

Administration Ph. (03) 5261 4110 Fax Ph. (03) 5261 4209

Website www.torquayslsc.com.au E-mail info@torquayslsc.com.au

POLICY NAME

Training Course Reimbursement

PURPOSE

The purpose of this policy is to set out the process for reimbursement of costs incurred in external training courses or other approved development activities.

- The Board (on recommendation by the Director of the relevant directorate) approves all external course attendances by members.
- Members send requests for cost reimbursements to the Director of the relevant directorate who presents to the Board with their recommendation.
- Limits on reimbursements will apply (up to 50%, to a max. \$300).
- The Treasurer is responsible for actioning of all funding approvals.

SCOPE

This policy applies to all members, officers, directors & employees of Torquay Surf Life Saving Club.

DIRECTORATE(S)

Board

RESPONSIBLE DIRECTOR(S)

Treasurer

POLICY

Members who attend an LSV/SLSA or equivalent approved course may be eligible for reimbursement from the Club if all of the following conditions are fully satisfied without exception.

1. The course must be of direct benefit to the Club and its members.
2. The attendance at the course and potential reimbursement must be approved by the Board prior to attending the course.
3. Reimbursement of 50% of course fees may be agreed by the Board, up to a maximum reimbursement amount of \$300.
4. A reimbursement must be claimed by:
 - a. Providing proof of payment; and
 - b. Proof of attendance; and
 - c. Proof of successful completion; and



TORQUAY SURF LIFE SAVING CLUB INC.

ABN 95 834 027 136 A0002714R

All Correspondance to PO Box 193 Torquay 3228

Administration Ph. (03) 5261 4110 Fax Ph. (03) 5261 4209

Website www.torquayslsc.com.au E-mail info@torquayslsc.com.au

-
- d. Submission to the Responsible Director no later than 14 days after attendance at the course.

VERSION CONTROL AND CHANGE HISTORY

VERSION NUMBER	DATE	DETAILS OF CHANGE
1	03/04/2023	Policy created & ratified by TSLSC Board