

Travel and Accommodation Allowance Policy



Hard copies of documents are uncontrolled and may not be current - please refer to the electronic version.

1. Purpose

- 1.1. The purpose of this policy is to provide information and guidance on the responsibilities of Hervey Bay Basketball Association (HBBA) in relation to volunteer and referee travel and accommodation, and what expenses will be funded by HBBA for authorised travel.

2. Scope

- 2.1. This policy applies to all **HBBA** volunteers and referees undertaking approved overnight travel outside of Hervey Bay.

3. Statement

Introduction

- 3.1. HBBA recognises that some HBBA volunteers and referees may be required to undertake overnight travel outside of Hervey Bay while carrying out their official duties.
- 3.2. Where a volunteer or referee has been approved to travel for official duties by the Management Committee or its delegate, HBBA will contribute to the cost of travel, accommodation and meals in accordance with this policy.

Accommodation

- 3.3. HBBA recognises that volunteers and referees may have different accommodation preferences and personal circumstances when travelling. Volunteers and referees undertaking approved travel are responsible for arranging their own accommodation.
- 3.4. HBBA will provide an accommodation allowance per approved overnight stay, payable as a contribution towards accommodation expenses incurred while undertaking approved travel. The allowance is fixed and is not affected by the actual cost of accommodation incurred by the volunteer or referee.
- 3.5. Where a volunteer or referee chooses to share accommodation with another person, any financial benefit arising from that arrangement remains with the volunteer or referee and does not affect their eligibility to claim the accommodation allowance.
- 3.6. Where a volunteer or referee is a minor (under 18 years of age), they must be accompanied by a parent or guardian who remains responsible for the minor at all times. HBBA will not provide additional accommodation allowances for accompanying parents or guardians.
- 3.7. While Team Managers are recognised as Volunteers under this policy, they are appointed from the parents or guardians of representative players. In recognition of the need to manage the overall cost of the representative program, Team Managers are not eligible to receive the Accommodation Allowance under this policy. Team Managers remain eligible to receive all other applicable travel and meal provisions outlined in this policy.
- 3.8. The accommodation allowance is intended to contribute towards reasonable accommodation expenses associated with approved travel and does not cover additional expenses including, but not limited to, room service, mini-bar purchases, in-house entertainment, parking, accommodation upgrades, damage to the accommodation, or accommodation costs incurred by family members, friends or other guests.

Meals

- 3.9. HBBA recognises that volunteers and referees undertaking approved overnight travel incur additional meal expenses. To reduce administration and provide certainty to volunteers, HBBA provides fixed meal allowances rather than reimbursing actual meal costs.
- 3.10. The meal allowance is a contribution towards meal expenses only. Any costs exceeding the allowance are the responsibility of the volunteer or referee. Meal allowances are paid as a fixed amount and do not require the submission of receipts or tax invoices.

Travel and Accommodation Allowance Policy



Hard copies of documents are uncontrolled and may not be current - please refer to the electronic version.

- 3.11. Where meals are provided at no cost to the volunteer or referee as part of their official duties (for example, catered events, provided team meals or competition catering), HBBA may reduce the applicable allowance accordingly.

Incidental Expenditure

- 3.12. Volunteers who are required to purchase urgent minor items while undertaking approved travel (e.g. first aid supplies) will be reimbursed subject to HBBA being provided a copy of a valid Tax Invoice for the expense. Volunteers are required to consult a HBBA Representative Sub Committee member prior to making any purchase.

Personal Vehicle Use

- 3.13. Volunteers and referees undertaking approved travel using a personal motor vehicle are required to comply with all road rules, undertake safe driving practices including regular fatigue breaks, and ensure that their vehicle:
- I. has a minimum of third-party property damage insurance;
 - II. is currently registered; and
 - III. is maintained in a safe and roadworthy condition.

To reduce administration and provide certainty to volunteers and referees, HBBA provides a fixed transport allowance rather than reimbursing actual vehicle expenses or requiring kilometre-based claims. The transport allowance is intended to contribute towards fuel, vehicle operating expenses and incidental travel associated with approved duties.

- 3.14. The travel allowance is payable to each eligible volunteer or referee attending the approved event, regardless of the mode of transport used.
- 3.15. Volunteers and referees are not required to provide fuel receipts, vehicle log-books or odometer records to claim the travel allowance.
- 3.16. The Management Committee will determine an appropriate transport allowance by calculating the most direct route from Bendigo Bank Stadium to the event venue, together with an additional allowance of 30 kilometres per day for incidental travel during the event. Return travel days are excluded from the incidental travel calculation.
- 3.17. Volunteers and referees are not permitted to transport any children or young persons unless:
- I. the volunteer or referee is the parent or guardian of the child;
 - II. the transport is part of a HBBA-approved Team Travel Plan, supported by an approved risk assessment and parent/guardian consent;
 - III. the parent or guardian is also travelling in the vehicle; or
 - IV. written parent or guardian consent has been obtained acknowledging that the transport arrangements are not endorsed by HBBA and that the child is not under the care or supervision of HBBA.
- 3.18. Volunteers and referees choosing to travel in the private motor vehicle of another Volunteer or Referee do so at their own risk.

Flights and Hire Cars

- 3.19. Where events are held in a location which is not practical to access by vehicle, HBBA will provide flights and hire cars for volunteers and referees.

Travel and Accommodation Allowance Policy



Hard copies of documents are uncontrolled and may not be current - please refer to the electronic version.

- 3.20. Flights are to be arranged in advance by a member of the Management Committee or their delegate, seeking to secure cost effective economy class airfares.
- 3.21. Hire cars are to be arranged in advance by a member of the Management Committee or their delegate, seeking to secure cost effective and fit for purpose vehicles.
- 3.22. The use of plane travel and hire cars must be approved in advance by the Management Committee.

Payments

- 3.23. All payments made under this policy will be paid in advance of the approved travel to ensure volunteers and referees are not financially disadvantaged as a result of undertaking official duties on behalf of HBBA.
- 3.24. Director Pathways and Development (or approved delegate) will facilitate the scheduling of payments for all approved coaches and team managers in accordance with this policy.
- 3.25. Referee Coordinator will facilitate the scheduling of payments for all approved referees in accordance with this policy.
- 3.26. Volunteers and referees must notify HBBA as soon as practicable if circumstances change and they become ineligible to receive an allowance under this policy.
- 3.27. Where a volunteer or referee receives an allowance under this policy and subsequently does not undertake the approved travel, they must notify HBBA as soon as practicable.
- 3.28. Any travel, accommodation, meal or other allowance paid in advance which relates to travel that was not undertaken must be repaid to HBBA within 28 days.
- 3.29. Where only part of the approved travel is undertaken, HBBA may require the volunteer or referee to repay all or part of the allowance paid, having regard to the actual travel undertaken and any costs already incurred.
- 3.30. The Management Committee may waive or reduce the repayment requirement where the inability to attend arose from exceptional circumstances beyond the volunteer's or referee's control, including illness, injury, family emergency or other circumstances considered reasonable by the Management Committee, and where the volunteer or referee has incurred unrecoverable costs in connection with the event.
- 3.31. Any outstanding repayment owed to HBBA may be deducted from future allowances or reimbursements payable to the volunteer or referee, with the individual's consent, or otherwise recovered by HBBA through reasonable means.

Schedule of Rates

- 3.32. Allowances will be set based on the following rates:
 - I. Accommodation: \$130 per overnight stay
 - II. Meals: \$70 per overnight stay
 - III. Transport: \$0.30 per km

The rates for planned events are as outlined in the table below. All other events will be calculated based on the rates set in 4.1.

- 3.33. The rates for planned events are as outlined in the table below. All other events will be calculated based on the rates set in 4.1.
- 3.34. HBBA provides fixed allowances covering transport, accommodation and meals for planned events. The allowances set out in the table in 3.35 are intended as a contribution towards the costs associated with undertaking approved duties on behalf of HBBA.

Travel and Accommodation Allowance Policy



Hard copies of documents are uncontrolled and may not be current - please refer to the electronic version.

Travel and Accommodation Allowance Policy



Hard copies of documents are uncontrolled and may not be current - please refer to the electronic version.

3.35.

2025/26 Representative Season Rates	Team Managers	Coaches and Referees*	Other approved Volunteers
CQJBC Bundaberg			
Accommodation	-	\$260	\$260
Meals	\$140	\$140	\$140
Transport	\$70	\$70	\$70
Total	\$210	\$470	\$470
CQJBC Gladstone			
Accommodation	-	\$260	\$260
Meals	\$140	\$140	\$140
Transport	\$155	\$155	\$155
Total	\$295	\$555	\$555
CQJBC Rockhampton			
Accommodation	-	\$260	\$260
Meals	\$140	\$140	\$140
Transport	\$205	\$205	\$205
Total	\$345	\$605	\$605
State Championships - Brisbane			
Accommodation	-	\$520	\$520
Meals	\$350	\$350	\$350
Transport	\$220	\$220	\$220
Total	\$570	\$1,090	\$1,090
State Championships - Gold Coast/Logan/Toowoomba			
Accommodation	-	\$520	\$520
Meals	\$350	\$350	\$350
Transport	\$255	\$255	\$255
Total	\$605	\$1,125	\$1,125
State Championships - Sunshine Coast			
Accommodation	-	\$520	\$520
Meals	\$350	\$350	\$350
Transport	\$160	\$160	\$160
Total	\$510	\$1,030	\$1,030
State Championships - Townsville/Cairns (flying from BNE)			
Accommodation	-	\$520	\$520
Meals	\$350	\$350	\$350
Transport (including airport parking allowance of \$40 p/day)	\$405	\$405	\$405
Total	\$545	\$805	\$805

* Referees do not receive any allowances for State Championships as Basketball Queensland provides this direct to referees.

Travel and Accommodation Allowance Policy



Hard copies of documents are uncontrolled and may not be current - please refer to the electronic version.

4. Roles, responsibilities and delegations

Role	Responsibility/Delegation
Volunteers and Referees	Apply for allowances under this policy, comply with this policy, and repay any allowances that are not payable in accordance with this policy.
Management Committee (or their delegate)	Approve travel, determine allowances for travel not specifically covered by this policy, and consider requests for waiver or reduction of repayment requirements.
HBBA President	Approve payments to be made in advance and approve exceptions or variations under this policy where delegated by the Management Committee.
HBBA Treasurer	Process approved allowance payments and any repayments due to HBBA.
HBBA Representative Subcommittee Member	Approve urgent expenditure during approved travel (limited to their approved delegation).
Management Committee	The Management Committee of Hervey Bay Basketball Association Inc., including any person formally delegated authority by the Committee.

5. Definitions

Role	Responsibility/Delegation
Official Duties	Duties approved by the Management Committee or its delegate and undertaken on behalf of HBBA.
Volunteer	A person undertaking an approved role on behalf of HBBA, including coaches, assistant coaches and team managers.
Referee	A referee authorised by HBBA to officiate basketball activities.
Approved Travel	Travel approved by the Management Committee or its delegate for the purpose of undertaking Official Duties.
Outside Hervey Bay	Travel occurring more than 50 kilometres from the Hervey Bay Bendigo Bank Stadium.
Minor	A person under 18 years of age.

6. Policy Information

Replaces Policy No: (if applicable)	NA
Approval Date:	Management Committee Meeting held 7 th September 2026
Review Cycle:	12 months

7. Version Control

Travel and Accommodation Allowance Policy



Hard copies of documents are uncontrolled and may not be current - please refer to the electronic version.

Version No	Approval Date	Amendments
1.0	20/06/2025	New policy.
2.0	TBC	Policy substantially revised to simplify administration through the use of fixed travel, accommodation and meal allowances. Revised to facilitate upfront payments and reduce the potential for volunteers and referees to be financially disadvantaged while undertaking approved travel on behalf of HBBA.