



## Queensland Officials Reimbursement

It is the intention of this policy to ensure that the Stewarding and or Clerk officials of this State are not out of pocket for travel expenses incurred in attending race meetings throughout the State when appointed by the State.

In order to assist the Clubs of Queensland, Karting Queensland will assist these officials with reimbursement for travel of attending and officiating at Karting Queensland sanctioned race meetings. This Policy does not apply to Flag Marshalls, Lap Scorers, etc.

All Stewards or Clerks and registered Technical Officers required to travel more than 50 km to a race meeting (i.e. 50 km each way – up to a total of 100km) as a result of an appointment by Karting Queensland will be reimbursed 50 cents per kilometre.

Officials expenses for travel claims be delivered and processed through the organising club for transmission to the state office for reimbursement/payment

Only one claim will be paid from the one destination – e.g. if two officials (Stewards or Clerk) travel from Brisbane to Warwick, only one claim will be paid.

All claims are to be submitted on the Karting Queensland claim form KQF-001 and forwarded to the State Office for processing. The Club will be expected to pay all meals, overnight accommodation, etc.

This policy does not apply to major events such as State Championships, State arranged Qld Closed events, etc. (If there is any doubt, prior approval from Karting Queensland is required to be sought).

Any claim in excess of \$100.00 must have Karting Queensland Executive approval prior to the expense being incurred.

For major events, where rules and regulations do not cover officials expenses, the host club is required to provide all travel costs (e.g. airfares, parking, hire cars, etc., if applicable), including all meal expenses incurred by the officials.

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