



REIMBURSEMENT POLICY FOR WORLD ARCHERY OCEANIA OFFICERS AND OFFICIALS APPOINTED TO WORLD ARCHERY OCEANIA EVENTS

Introduction

WAO Officers and Officials do not receive any remuneration for fulfilling their roles, but have reasonable expenses reimbursed as set out below.

This Reimbursement Policy for World Archery Oceania (WAO) officers and officials as adopted on [1 August 2017](#) by the WAO Executive Committee applies to all WAO elected and appointed officers, as well as to officials appointed to WAO events. **This policy was reviewed and updated in August 2022 and again in August 2023.**

Registration Fees

All registration fees to attend approved meetings/conferences/events will be paid for by WAO.

Travel

The most cost-effective way of air travel in Economy Class is to be used unless this makes travel time unreasonable. Any upgrade to a higher travelling class is the sole responsibility of the traveller.

Authorisation must be obtained prior to travel being undertaken, and a confirmation by e-mail from the WAO President or Secretary General is required.

WAO officers will have their full Economy Class airfare reimbursed if attending WAO Congress or another approved meeting/event.

Officials appointed to WAO events will have their Economy Class airfare subsidised up to the value of **NZD 1,300.00**.

If the officer/official chooses to combine the attendance at a meeting/event with a personal holiday – arriving early or staying later any additional costs (including a possible difference in airfares) are at their own expense.

Transport from home to the nearest airport and return as well as transport from the airport to the venue and return (if not provided by the host) will be reimbursed upon provision of receipts.

If an officer/official travels by car cost of petrol will be paid upon provision of receipts. The petrol tank needs to be filled before leaving at own cost and again when arriving back home, and the latter cost will be refunded.

Costs for visas and travel insurance which are purchased for an approved trip only will be reimbursed.

World Archery Oceania will reimburse travellers for excess baggage, if these limits are exceeded because of carrying necessary equipment for an event.

Accommodation

WAO officers will be reimbursed for accommodation at a reasonable amount according to the standards of the country visited. The number of night's accommodation is to be determined on a case-by-case basis depending on the duration of the meeting/event and travel schedules.

Accommodation for officials appointed to World Archery Oceania events is to be provided by the host Member Association.

Meals and other expenses whilst travelling

WAO officers will receive a per diem for meals of NZD 60.00 per day, unless meals are provided by WAO or the LOC. All other expenses (e.g. car hire) are the responsibility of the officer unless they have been authorised by the WAO Executive Committee.

Meals for officials appointed to World Archery Oceania events are to be provided by the host Member Association. All other expenses are the responsibility of the official.

Family Members

Spouse and family member travel, accommodation, meals, insurance and other expenses will not be paid by World Archery Oceania and are the sole responsibility of the traveller.

General Purchases

Authorisation by the WAO Executive Committee must be obtained prior to any purchase where a reimbursement will be claimed, and a confirmation by e-mail from the WAO President or Secretary General is required.

Expense Reimbursement

A form "Reimbursement Claim" (available from the WAO Secretary General) is to be used to detail the purpose, particulars and cost in each case and be supported by detailed receipts or other relevant documentary evidence.

Any claims for reimbursement are to be submitted to the WAO Secretary General within 1 month of the **last day of the event**, and WAO has the right to reject the reimbursement after this period.

Any claims for payments are to be approved by at least two members of the Executive Committee (generally done by email) and are processed within two weeks.