



KIROI ACADEMY Reimbursement of Expenses Approval Policy

Review Date: January 2026

Approved by: Kiroi Academy Management

1. INTRODUCTION

This policy outlines the procedures for **Kiroi Academy (KA)** regarding reimbursement of expenses incurred by all personnel — both employed and voluntary — while undertaking approved Academy duties. The policy ensures transparency, accountability, and consistent financial governance.

2. STATEMENT OF PRINCIPLE

Kiroi Academy is committed to maintaining an **open, fair, and transparent** process for the approval and reimbursement of expenses.

All reimbursements must be:

- Reasonable
 - Necessary
 - Pre-approved where required
 - Supported by valid receipts or tax invoices
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3. SCOPE

This policy applies to reimbursement requests relating to:

- a. Travel & accommodation
 - b. Meals and taxi/transport allowances
 - c. Professional registration (e.g., technical membership, accreditations)
 - d. Professional development
 - e. Equipment purchases
 - f. Other expenses directly related to KA operations
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4. RELATED DOCUMENTS

Kiroi Academy documents connected to this policy include:

- KA Employee Agreements
 - KA Fee Policy
 - KA Coaching Policy
 - KA Travel Policy
 - KA Child Safety & WWCC Policy
 - KA Health & Safety Policy
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5. PROCEDURES



5.1 Approval Process

- **5.1.1 Requests Over \$100 — Written Pre-Approval Required**

must be submitted to the **Kiroi Academy Board/Management Committee** for approval.

All decisions will be recorded and communicated by the Finance Officer.

5.2 Claims Under \$100

Expenses under \$100 may be reimbursed if:

- They are necessary for KA operations
 - Valid receipts are provided
 - The Finance Officer deems the expense reasonable
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5.3 Claims Over \$100

Reimbursement will only be made if:

- The expense received written pre-approval
 - Valid receipts or tax invoices are submitted
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5.4 GST Requirement

Receipts **must display the GST component** (if applicable).

Reimbursements will not be issued without proper documentation.

5.5 Major Event Budgeting — Nationals & National Clubs Carnival

For National Championships and National Clubs Carnival:

- Budgets will be prepared following squad selection.
 - Costing plans will be developed jointly by the Administration Officer and Finance Officer.
 - Budgets must be approved by KA Management before any reimbursements occur.
 - Reimbursements for coaches and judges are paid according to the approved event budget.
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5.6 End-of-Year Showcase Budget

Each year Kiroi Academy will set a Showcase Budget including:

- Costumes
- Gymnast gifts
- Staff gifts
- Costume levy



- Ticket pricing

Budgets are set by Management no later than Week 2 of Term 4.

6. TRAVEL EXPENSES FOR KA-SANCTIONED INTERSTATE/OVERSEAS TRIPS

6.1 Coach Travel Costs

Coach airfare, accommodation, meals, wages and airport transfers will be **shared equally** among all attending gymnasts.

6.2 Booking Requirements

- All bookings must be approved by parents **before** confirmation.
 - If KA charges a travel levy, bookings must also be approved by KA Management before purchase.
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6.3 Per Diem Allowances (Meals)

KA may provide daily allowances for coaches when meals are not included in competition packages.

- Amounts must be agreed with participating parents **before travel**.
 - If processed by KA, Management approval is required.
 - Receipts are *not* required for per diem allowances.
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6.4 Coaching Work Hours

Coaches are paid **only for hours spent actively coaching or training gymnasts**.

- Travel time is not reimbursed.
 - Rest/transition periods are not reimbursed.
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6.5 Overnight Stay Payments

Where overnight stays are required, KA may approve payment of **additional hours** to part-time or casual employees.

- Hours must **not exceed** the employee's usual weekly hours.
 - Requires KA Management approval.
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6.6 Airport Transfers & Taxis

Reimbursed only when:

- Travel is necessary
- Receipts are provided



- Pre-approval is granted
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6.7 Car Hire

Car hire will be reimbursed **only in limited circumstances** and **only if pre-approved**. Receipts must be provided.

6.8 Travel Expenses Involving Non-KA Gymnasts

If gymnasts from other clubs join KA-supported trips:

- Costs must be split **fairly across all gymnasts** supported by KA staff.
 - Agreements must be confirmed **in writing** by the Head Coach and Finance Officer.
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6.9 KA Gymnasts Attending Events Without a KA Coach

If a KA gymnast trains/competes under another club's support:

- The KA Head Coach must secure a written agreement from the external club outlining costs.
 - Parents must confirm in writing that they agree to reimburse any costs to KA or the external club.
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6.10 Expenses That Will NOT Be Covered

KA will **not** cover:

- Optional or extended travel
 - Travel insurance or excess claims
 - Overweight baggage fees
 - Sightseeing or excursions
 - Personal shopping or non-essential spending
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6.11 Travel Agreement Document

A formal **KA Travel Agreement** must be issued to coaches and judges detailing exact reimbursements and conditions before travel.

7. VOLUNTEER EXPENSES & HONORARIUMS

7.1 Volunteer Roles

Volunteers are critical to KA operations. Roles include:

- Committee and management support
- Event hosting and coordination



- Squad representatives
 - Competition chaperones
 - Judging roles
 - State or National Team roles
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7.2 Volunteer Payments

Volunteers are not paid unless an **exception** is approved by KA Management. Any exception must be **documented** with justification.

7.3 Volunteer Expense Reimbursements

Pre-approved volunteer expenses will be reimbursed when valid receipts are provided.

7.4 Judges — Stipend

Judges volunteering for KA will receive a stipend of:

- **\$30 per judging session**

This may be paid by:

- KA (if budgeted), or
 - Shared equally among participating gymnasts
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7.5 Employees Volunteering as Judges

Employees may volunteer as judges, but:

- It is **not** part of their employment duties
 - They must do so freely and without pressure
 - Judging stipends are optional and not guaranteed
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7.6 Judge Travel Expenses

Coach/judge airfare, transfers, and accommodation will be shared equally between all competing gymnasts.

7.7 Booking of Judge Travel

All bookings must be approved by gymnast parents before purchase. If KA charges a levy, Management approval is also required.

7.8 Per Diem Allowances for Judges

Meal allowances may be provided for volunteer judges under the same rules as section 6.3.



8. REIMBURSEMENT AGREEMENTS

The Finance Officer is responsible for documenting all agreements and issuing written confirmation to relevant parties.

9. REIMBURSEMENT FOR PROFESSIONAL REGISTRATION

9.1 Eligibility

Unless stated in an employment contract, reimbursement for Technical Membership renewal is only available to coaches who have completed **one full year** of employment at KA.

9.2 Budget Consideration

Reimbursements will be partially or fully approved based on:

- Available staff development budget
 - Receipts submitted
 - Individual eligibility
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9.3 Coaches Working Across Multiple Clubs

Requests will also consider:

- Conflict of interest
 - Proportion of coaching hours at KA
 - Overall benefit to KA athletes
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10. STAFF DEVELOPMENT REIMBURSEMENT

10.1 Annual Budget

KA will allocate **1.5%–2% of annual training revenue** to staff professional development.

10.2 Distribution Factors

Funding decisions consider:

- Employment status (permanent / casual)
 - Regular hours worked
 - Length of service
 - Commitment to KA's future
 - Squad responsibilities
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10.3 Prioritisation

Head Coach and Finance Officer prioritise requests.

10.4 Requests Above Budget

Requests exceeding budget require:

- Pre-approval from KA Management
 - Recommendation from the Head Coach
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10.5–10.6 Receipts Required

All reimbursements require valid receipts.

11. EQUIPMENT PURCHASES

11.1 Pre-Approval Required

Reimbursement will only occur if:

- The purchase was pre-approved
 - Documentation is provided in writing
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11.2 Valid Receipts

Valid receipts or tax invoices must be submitted.

12. UNEXPECTED EXPENSES

12.1 Submission of Request

Unexpected expenses may be submitted for consideration when pre-approval was not possible.

12.2 Assessment Criteria

The Finance Officer will consider:

- Necessity
- Reasonableness
- Alignment with KA operations

The Finance Officer may seek Management guidance.
