



2024 Australian Paralympic Team Policies

Expense Claims

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a) Policy purpose

PA will provide reimbursement of appropriate and approved expenses incurred by Team Members in the conduct of their responsibilities while a member of an Australian Team.

b) Policy statement & implementation procedures

Any expense claims will only be considered for costs incurred in the genuine and necessary conduct of Team Members' duties during the Games. Claims which do not meet these criteria will not be considered.

Where expenses are foreseeable, approval from a member of the Team Executive should be sought prior to the expense being incurred

The Team Member must complete the required form and attach receipts to substantiate all expenses claimed. The form is available and must then be submitted through the Team Headquarters office.

Reimbursements will only be made where the expenses are substantiated by appropriate receipt and the relevant form is completed and approved.

Where possible, reimbursement will be paid to the Team Member during the Games upon correct submission of the form and required receipts however, in some cases, payment may not be made until the Team has returned home.

c) Applicability

This policy applies only to Team Officials appointed to the Australian Paralympic Team.

d) Policy officer/contact

This policy is managed by the Chef de Mission.

e) Authority

This policy is authorised by the PA Board for immediate implementation.

f) Related policies

N/A

g) References

N/A