



Boland Golf Travel Allowance Policy

Policy Overview:

This travel allowance policy outlines the guidelines and procedures for providing travel allowances to golfers representing the union in team tournaments. The policy aims to ensure fairness, transparency, and efficient reimbursement processes while supporting golfers' travel needs.

This policy outlines the support provided by the union to players selected for representation in tournaments. It covers travel, accommodation, meals, regalia, and potential practice round expenses, subject to budget availability.

Coverage:

- The union will cover approved flight expenses, accommodation, and meals for the duration of the tournament.
- By the Boland Golf Union Regalia policy teams will be provided with team Regalia for authorized tournaments.
- The coverage of practice round travel expenses will be determined based on the availability of funds and will vary accordingly. This coverage will only apply to one practice session per tournament.

Eligibility:

- Players eligible for travel allowances are those officially representing the union in authorized tournaments, announced by the Union.
- Players must adhere to the Union's code of conduct and any additional guidelines the tournament or competition organizers set.

Compliance:

- Players are responsible for complying with this travel allowance policy and providing accurate and timely documentation for reimbursement.
- Failure to adhere to the policy guidelines or provide necessary documentation may result in delayed or denied reimbursement.

Submission of Claims:

- Players must submit a completed travel expense claim form, original receipts, and supporting documentation within a specified timeframe (e.g., within 30 days of the tournament).
- The claim form should include details such as travel dates, destination, purpose of travel, and itemized expenses.
- Any expenses exceeding pre-approved limits or requiring exceptional reimbursement must be justified with appropriate documentation and prior authorization.



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Approval Process:

- The travel allowance claims will be reviewed and approved by the designated authority (e.g., team manager, finance department, or designated committee) responsible for processing and overseeing travel reimbursements.
- The approving authority will ensure that claims adhere to the policy guidelines, budgetary considerations, and any additional requirements set forth by the Union.

Reimbursement on official Practice Sessions for official Tournaments:

- Travel allowance claims approved by the BGU Executives will be reimbursed based on a predetermined amount.
- This reimbursement applies to players who have travelled significant distances outside the venue or event and need financial assistance. The eligibility for reimbursement will be assessed on a case-by-case basis.
- Only one practice session per tournament will be reimbursed.

Policy Review:

- This policy will be periodically reviewed to ensure its effectiveness and alignment with the union's budgetary constraints and objectives.

Note: This policy serves as a summary and may require further details and specific procedures when implemented.