

# Reimbursement Proposal

## Schools Reimbursement

- **Outline**

A payment of \$200 per day may be claimed from AICES by schools when one of their staff is representing AICES in an **official capacity** and that staff member has been replaced by a casual teacher.

- **Official Capacity**

Definition - a teacher who has been appointed to an officials position by the Executive Officer of AICES at a CIS (or higher) event. This positions are ....

AICES Convenor - may be required to attend CIS trial

Coach of an AICES Team

Manager of an AICES Team

Selector acting on AICES behalf

Other - eg Swimming, XC or Athletics official, Trainer, Physio,

- **Claims**

Must be made on an official Claim Form

Can only be made if the AICES Official was replaced by a paid casual teacher and proof of payment is supplied. Contact phone number of the replacement teacher must be supplied.

- **ACPE or Other University Students**

Where a school employs an student from ACPE or another university (or the like) and sends them to fill the position outlined above a maximum payment of \$150.00 can be made. This will be paid to the school upon receipt of a claim form. Money will not be paid directly to the student.

- **Clarification**

The reimbursement is available for officials representing AICES. Any carnival or trial that is run by AICES is NOT eligible. Officials at Carnivals or Trials run by AICES are representing their Sub Association and therefore ineligible for reimbursement. The only exception to this is an AICES Convenor attending an AICES Carnival or Trial who is not involved in coaching or managing a Sub Association team.

## Officials Reimbursement

A number of AICES Officials are required to work on weekends and or holiday periods. Those officials who are acting in an official capacity for AICES are eligible to claim an honorarium of \$100 per day (pro rata). As this is outside school hours and a purely voluntary position, payment can be made tax free as long as the recipient lodges a Statement of Supplier Form (Hobby Form).