



Sponsorship Guidelines for XXX

Approved by management committee on: DD-MMM-YY

Players who attend XXXXXX will be sponsored for their attendance to that event to an amount of \$XXXXXX. This sponsorship will be payable by way of reimbursement, subject to the following conditions:

- (a) expenses which are subsidized include [e.g. accommodation and travel costs] and excludes [e.g. all costs all costs which are paid under the NDIS (e.g. supports, support workers etc.), participation costs, other costs etc.]
- (b) as per *P&P001 - ACCOUNTING, BUDGETING, DELEGATIONS, SPONSORSHIP AND REIMBURSEMENTS*, expenses claimed must be:
 - (i) actually incurred in the course of traveling to or attending the competition/other event for which the sponsorship is concerned; and
 - (ii) reasonable, in all the circumstances .
- (c) as per *P&P001 - ACCOUNTING, BUDGETING, DELEGATIONS, SPONSORSHIP AND REIMBURSEMENTS*, to claim the sponsorship via reimbursement you must:
 - (i) complete *FM001 – QPFA Reimbursement Form*; and
 - (ii) present all relevant original receipts, invoices, vouchers, tickets, or other evidence of such expenditure when seeking reimbursement (photos, copies etc.)*

If you have any questions, please email treasurer@qldpfa.com.au

*Where such evidence is for any reason lacking, statutory declarations may be sought and/or used in an alternative where other evidence of expenditure can be show (e.g. bank statements showing date and account a card or EFT payment was made to).