July 2026

Expense Policy

worldwheelchair.rugby

World Wheelchair Rugby

World Wheelchair Rugby
Expense Policy

Board approval – February 2019
Board approved amendments – July 2026
Planned review date first quarter 2029
Policy number 003

GENERAL PROVISIONS

Individuals travelling on WWR business to attend tournaments, meetings, and other events are entitled to be reimbursed for their expenses, including travel, accommodation, meals and out-of-pocket costs. WWR will repay such expenses, subject to the limits detailed in this policy. As the majority of WWR funds come from member contributions through membership, license, and event fees, it is important that finances including expenses be managed appropriately.

Reimbursement will be at the rates specified in this policy. These rates are subject to review by the Board of Directors on a regular basis. All persons providing service to WWR will be reimbursed at the same rates. This includes directors, staff, officials, coaches, and contracted personnel.

All reimbursement will be calculated in US dollars. Where expenses are incurred in different currencies, these should be converted into US dollars at the applicable rate the day the expense was incurred. Claims should state the amounts in the original currency and US dollars.

WWR officials participating in licensed events will be serviced by a separate travel policy and / or contract, which is held by the WWR Office and are not permitted to claim expenses under this policy. If officials incur expenses beyond those normally expected for participation at an event, they may request reimbursement and it will be reviewed on a case by case basis.

APPROVAL OF EXPENSES

Advance approval must be given to any person who will incur expenses. Approval must be in line with the approved annual budget. No person may approve their own expenses.

The following persons are responsible to approve expenses under this policy:

Person incurring the expense	Approval from
Secretary General and Board member	President / Vice President
President	Vice President / Director responsible for Finance
Staff and volunteers	WWR Office / Secretary General / Director responsible for Finance

Any payments made should be in accordance with the WWR Financial Management Policy

In the absence of a Secretary General, the Board may delegate authority to the Head of Administration. This should be clearly noted in the Board minutes.

REIMBURSEMENT

Reimbursement of expenses will be done following submission of an expense claim form with receipts attached. An appropriate claim form will be held by the WWR Office. Forms may be submitted electronically. Expenses must be claimed within thirty days of the final date covered by the claim.

If there is a need for a cash advance, a request must be made to the Secretary General for approval of the advance.

TRAVEL

Air travel is based on an economy class level and only in certain circumstances and where it is approved by WWR in advance, will a different level of class be considered. Air travel is to be arranged sufficiently in advance to take advantage of maximum discount fares. Air travel is to be coordinated with WWR and may be booked either through the WWR Office or where agreed by WWR may be booked by the individual. Air travel, including the fare and itinerary, is to be approved in advance. All air travel fares will include at least one checked bag per person. If this is not included in the fare, the additional baggage fees may be claimed from WWR.

Car travel will be reimbursed at $0.50 per kilometre. Return travel below 50 km will not be reimbursed. The maximum amount that will be reimbursed for car travel of any distance is the lowest available economy air fare for travel to the same destination on the same dates.

Car rentals may be reimbursed where authorised. Reimbursement will be for compact size cars through an authorised agency at the most economical rate possible. Reimbursement will include cost for an accessible vehicle when required.

ACCOMMODATION

Accommodation will be reimbursed based on single occupancy for members of the WWR Board of Directors, WWR Heads of Working Groups (or equivalent Heads of functional areas), and where agreed by WWR in advance.

All other accommodation will be reimbursed based on double occupancy.

MEALS

Reasonable meal costs will be reimbursed to a maximum limit below**. Reimbursement will be provided based on the specific meals required. Individuals will not be reimbursed where meals are provided as part of an event, are included in the accommodation rate, or are provided by an airline during travel.

Breakfast	$25.00	Receipts required
Lunch	$25.00	Receipts required
Dinner	$60.00	Receipts required

** due to the nature of international travel, it is recognised that some countries may be more expensive than others and therefore expenses above the maximum limits may be requested and authorised where appropriate.

HOSPITALITY

Members of the Board and the Secretary General may claim actual and reasonable expenses for hospitality provided while representing WWR on official business. Up to two persons may be hosted, without prior approval, for expenses of up to USD 150 total.

Proposals to provide hospitality for more than two persons, or where the total cost is expected to exceed USD 150, must be approved in advance. The provision of hospitality for the same person within a three-month period must be approved in advance.

INCIDENTAL EXPENSES

Incidental expenses will be reimbursed where appropriate. Where WWR feel it is appropriate, incidental expenses may be provided through an alternative daily rate of $50.

The daily rate for incidentals is intended to cover travel-related costs such as parking, local transfers, luggage carts, wi fi, etc. The daily rate may be claimed for all days including departure and returns.

Payment of additional travel expenses will be approved on a case by case basis, considering the nature of the expenses and the circumstances.