

NEWCASTLE ORIENTEERING CLUB – VOLUNTEER TRAVEL REIMBURSEMENT CLAIM

NAME:	EVENT: <i>(Eg. 2026 NOY 6 Lothlorien)</i>
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TRAVEL

DATE	TRIP START (HOME)	EVENT LOCATION / MAP	TOTAL km RETURN	EXCESS km = return km less 100km	RATE \$0.40/km \$0.60/km towing	\$ CLAIMED = excess km x rate	COMMENT
<i>Eg. 01-05-2026</i>	<i>Cooks Hill</i>	<i>Belford / Lothlorien</i>	<i>124km</i>	<i>24km</i>	<i>\$0.40</i>	<i>\$9.60</i>	<i>Course setting</i>
TOTAL TRAVEL \$							

ACCOMMODATION

DATE	TRIP START (HOME)	EVENT LOCATION / MAP	TOTAL TRAVEL HRS	COST PER NIGHT	NUM. OF NIGHTS	\$ CLAIMED	COMMENT
TOTAL ACCOM. \$							
TOTAL CLAIMED \$							

NOTES

Excess travel: Cost of excess travel by volunteers can be claimed. Excess travel is the total of kilometres travelled in excess of 100 km for each return trip from the volunteer's place of residence to the event location/map. Amount claimable is at a set rate per excess km.

Trip Caps (maximum trips claimable unless approved by Committee): Course Setter – 4 return trips. Vetter/Controller – 4 return trips. Organiser – 2 return trips.

Accommodation: Cost for overnight accommodation is claimable for destinations over 2 hours travel from the volunteer's home, up to \$150 per room per night.

Mapping projects: Cost reimbursement for approved mapping projects is covered by NOC Mapping Policy.

For full details see **NOC Volunteer Reimbursement Policy** and **NOC Mapping Policy**

Sept 2026 (effective from 1 Jan 2026)