

Cash Advance (Teams) Authorisation

1. The Team Manager must request moneys from the AISL in writing using the cash advance request form, providing details of the event or competition for which the moneys is required and the estimated amount which is required.
2. The AISL shall, within a reasonable time of receiving the written request from the Team Manager, advise the Team Manager in writing whether moneys will be granted and if so, the guideline budget approved by AISL.
3. AISL shall pay the guideline budget approved to the Team Manager before the commencement of the event or competition ("amount paid by AISL").
4. Upon AISL providing the amount paid to the Team Manager, the Team Manager shall be bound and shall comply with clauses 5 to 11 of this Cash Issue By Law.
5. The Team Manager shall execute the acknowledgement of receipt of amount paid by AISL and indemnity in the form attached. This form must be returned to AISL as soon as practicable and in any case no later than 3 days after the amount paid by AISL has been received by the Team Manager.
6. The Team Manager shall only expend the amount paid by AISL in accordance with the guideline budget approved by the AISL.
7. Upon completion of the event or competition, the Team Manager must provide AISL a summary of the amount paid by AISL less the amount expended. The summary and original receipts for the amounts expended must be forwarded to AISL within a reasonable time and in any case no later than 6 weeks after the conclusion of the event or competition.
8. If the amount paid by AISL exceeds the amount expended (as evidenced by original receipts) the difference must be paid by the Team Manager to AISL. The Team Manager warrants to pay such amount to AISL within 3 days of the details in clause 7 being provided to AISL.
9. If the amounts expended (as evidenced by original receipts) exceed the amount paid by AISL, the Team Manager may seek to be reimbursed for the difference. The AISL shall at its discretion reimburse the Team Manager for the difference provided that the expenses have been reasonably incurred in accordance with the team needs. The AISL shall pay such amount to the Team Manager within 7 days of the details in clause 7 being provided to AISL.
10. AISL recommends that Team Managers use bank transfers, credit cards and /or travellers' cheques to minimise the risk of financial loss.
11. AISL recommends that Team Managers pay entry fees to events or competitions by US dollars or Deutschmark travellers cheques (instead of cash).