



## REIMBURSEMENT OF EXPENSES POLICY

Policy number	2.3	Version	1.1
Drafted by	M.Kruck	Approved by Committee	05 Aug 2019
Responsible person	D.Manning	Scheduled review date	30 Nov 2022

### INTRODUCTION

Members may on occasion be required to pay expenses consequent of out of their own pockets. Under certain circumstances, as outlined in this policy, these expenses may be reimbursed by the SLNC Inc.

### PURPOSE

The purpose of this policy is to spell out under what circumstances reimbursement of expenses may occur on behalf of SLNC, and the process for doing so. This policy relates to both members and volunteers acting on authorized SLNC business.

### POLICY

SLNC will reimburse its members (including volunteers) expenses incurred by them on behalf of SLNC or in the course of SLNC business so long as such expenses are:

- (1) Reasonable and
- (2) Authorised.

Reimbursement of reasonable but unauthorised expenses may be made on an *ex gratia* basis at the discretion of the Committee of SLNC in exceptional circumstances only.

Members and volunteers incurring authorised expenditure must, wherever possible, receive, retain and produce receipts, invoices, vouchers, tickets, or other evidence of such expenditure.

### AUTHORISATION

Signature of Secretary

Date of Approval by Committee

05 /AUG /2019

Springfield Lake Nature Care Inc (SLNC)





## REIMBURSEMENT OF EXPENSES PROCEDURES

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### RESPONSIBILITIES

It is the responsibility of the Management Committee to ensure that:

- Members and volunteers are aware of this policy;
- Any breaches of this policy coming to the attention of management are dealt with appropriately.

It is the responsibility of the all members and volunteers to ensure that their applications for reimbursement conform to this policy.

### PROCEDURES

#### Prohibited reimbursements

SLNC will not reimburse staff or volunteers for

- Unauthorised expenses
- Expenses claimed by an employee as a tax deduction
- Expenses normally recoverable from a third party
- Claims for purchases that are required to be made under a SLNC purchase order
- Expenses that are not incurred for business purposes
- Late payment interest on credit cards
- Parking, traffic, or other fines and penalties

### **Travel expenses**

- Any travel expenses must be approved by the Management Committee.
- Members will be reimbursed for the most direct and economical mode of travel available, considering all of the circumstances.
- Members will not be reimbursed for additional costs incurred by taking indirect routes or making stopovers for personal reasons.
- Use of a member's own vehicle for SLNC-related travel will be reimbursed by way of an all-inclusive mileage allowance, as shall be determined by the Treasurer from time to time.
- Trip cancellation insurance is eligible for reimbursement.

### **Accommodation expenses**

- Any accommodation expenses must be approved by the Management Committee.
- Members will be reimbursed for moderate accommodation expenses, considering all of the circumstances.
- Members will not be reimbursed for items of a personal nature charged to a hotel account.
- When accommodation is provided by a member's friend or relative, to whom the member gives money or a gift as compensation or as a sign of appreciation, the member may claim an overnight accommodation expense in accordance with per diem rates, as shall be determined by the treasurer from time to time.

### **Meals**

- Any meals expenses must be approved by the Management Committee.
- Members will be reimbursed for reasonable and appropriate meal expenses actually incurred while on SLNC business.

### **Provision of hospitality**

- Any hospitality expenses must be approved by the Management Committee.
- Members will be reimbursed for hospitality expenses incurred in the course of SLNC business, as appropriate.
- Appropriate hospitality charges include events hosted or sponsored for the purpose of promoting SLNC's work or enhancing its image, and include meals that are related to the transaction of SLNC business.
- When SLNC members and/or volunteers dine together while on SLNC business, it is appropriate for the **senior person** (if any) to arrange payment and submit the claim for reimbursement.

Advance payments may be authorised where appropriate. Such payments will be subtracted from the amount of any later reimbursements. If expenditure is, for whatever reason, not incurred then any advance payments made, or any unspent portion of such payments, must be returned.

Fixed *per diem* payments may be authorised where appropriate.

Management Committee members are authorised to approve expenses to the amount specified in their individual job statement, and for expenditure above this level must seek authorisation from minimum of 2 Core Committee members.

**Policies** can be established or altered only by the Committee. **Procedures** may be altered by the President.

Except where *per diem* payments have been authorised, members incurring authorised expenditure must, wherever possible, receive and retain receipts, invoices, vouchers, tickets, or other evidence of such expenditure.

Members incurring authorised expenditure must submit requests for reimbursement to the designated person (depending on the sum in question) on the standard form (see Appendix A, describing the nature and purpose of the expenses. The completed form must be signed by the applicant.

Except where *per diem* payments have been authorised, members incurring authorised expenditure must present all relevant original receipts, invoices, vouchers, tickets, or other evidence of such expenditure when seeking reimbursement. Where such evidence is for any reason lacking, statutory declarations may be sought by the treasurer.

Management Committee members are responsible for determining if the expenses being claimed are reasonable given the circumstances, and for ensuring they are charged against the appropriate account, and that if any requirements under the Fringe Benefits Tax legislation have been met.

Claims that have not been properly prepared, authorised, or supported by adequate documentation will be returned to the claimant and the reasons will be given for not processing the claim.

## RELATED DOCUMENTS

- [Acceptable Use of Electronic Media Policy](#)
- [Reimbursement of Expenses Policy](#)
- [Credit Card/Financial Transaction Card Policy](#)

## AUTHORISATION

Signature of President

Name of President

Date:

  
Luise Manning  
05 / AUG / 2019

### CHEQUE REQUEST

To : \_\_\_\_\_

Particulars	Amount	Project

DETAILS: \_\_\_\_\_

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Cheque Amount \$ \_\_\_\_\_

Request by: \_\_\_\_\_

Cheque # \_\_\_\_\_