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The Community Foundation
of the Bega Valley Region
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REIMBURSEMENT OF EXPENSES POLICY

Policy number	MF014POL	Version	1.0
Drafted by	Michael Pryke	Approved by Board on	21/07/2020
Responsible person	Michael Pryke	Scheduled review date	21/07/2022

INTRODUCTION

Board Members or volunteers may on occasion be required to pay expenses consequent on their engagement with Mumbulla Foundation out of their own pockets. Under certain circumstances, as outlined in this policy, these expenses may be reimbursed by the organisation.

PURPOSE

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

POLICY

Mumbulla Foundation will reimburse its Board Members and volunteers expenses incurred by them on behalf of Mumbulla Foundation or in the course of Mumbulla Foundation business so long as such expenses are:

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

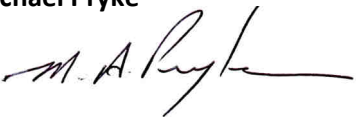
Reimbursement of reasonable but unauthorised expenses may be made on an *ex gratia* basis at the discretion of the Board in exceptional circumstances only.

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

AUTHORISATION

Chair

Name: **Michael Pryke**

Signature: 

Date: **21/07/2020**



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REIMBURSEMENT OF EXPENSES PROCEDURES

Procedures number	MF014PRO	Version	1.0
Drafted by	Michael Pryke	Approved by Board on	21/07/2020
Responsible person	Michael Pryke	Scheduled review date	21/07/2022

RESPONSIBILITIES

It is the responsibility of the Chair to ensure that:

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

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

PROCEDURES

Prohibited reimbursements

Mumbulla Foundation will not reimburse for:

- Unauthorised expenses
- Expenses claimed as a personal tax deduction
- Expenses normally recoverable from a third party
- Expenses that are not incurred for business purposes
- Late payment interest on credit cards
- Parking, traffic, or other fines and penalties

Travel expenses

- Board Members and volunteers will be reimbursed for the most direct and economical mode of travel available, considering all of the circumstances.
- Board Members and volunteers will not be reimbursed for additional costs incurred by taking indirect routes or making stopovers for personal reasons.
- Use of an Board Member's or volunteer's own vehicle for Mumbulla Foundation related travel will be reimbursed by way of an all-inclusive mileage allowance, as shall be determined by the organisation from time to time.
- Trip cancellation insurance is eligible for reimbursement.

Policies and Procedures can be established or altered only by the Board

Accommodation expenses

- Board Members and volunteers will be reimbursed for moderate accommodation expenses, considering all of the circumstances.
- Board Members and volunteers will not be reimbursed for items of a personal nature charged to a hotel account.
- When accommodation is provided by a friend or relative, to whom the employee or volunteer gives money or a gift as compensation or as a sign of appreciation, the employee or volunteer may claim an overnight accommodation expense in accordance with per diem rates, as shall be determined by the organisation from time to time.

Meals

- Board Members and volunteers will be reimbursed for reasonable and appropriate meal expenses actually incurred while on Mumbulla Foundation business.

Provision of hospitality

- Board members and volunteers will be reimbursed for hospitality expenses incurred in the course of Mumbulla Foundation business, as appropriate.
- Appropriate hospitality charges include events hosted or sponsored for the purpose of promoting Mumbulla Foundation's work or enhancing its image, and include meals that are related to the transaction of Mumbulla Foundation business.
- When Mumbulla Foundation Board Members and/or volunteers dine together while on Mumbulla Foundation 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.

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

Board Members and volunteers 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.

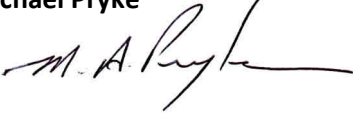
Except where *per diem* payments have been authorised, Board Members and volunteers incurring authorised expenditure must present all relevant original receipts, invoices, vouchers, tickets, or other evidence of such expenditure when seeking reimbursement. Where such evidence is for any reason lacking,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

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.

AUTHORISATION

Chair

Name: **Michael Pryke**

Signature: 

Date: **21/07/2020**

APPENDIX A

EXPENSES CLAIM FORM

Name: _____

Please Print out and Attach Documentation (e.g. receipts)

Details	Date Expense Incurred	Activity	Total Cost	Notes
Total to be Reimbursed:				

Signature of Claimant: _____

Date Submitted: _____

Authorised by (Name): _____

Signature of Authorised Officer: _____

Office Use Only:

Claim Permitted? (Circle) Yes / No.

If no, state reason: _____

Date Reimbursed: _____