

REIMBURSEMENT OF EXPENSES

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Purpose

To spell out procedures that must be followed in the reimbursement of expenses incurred on behalf of [name of organisation].

Policy

[name of organisation] will reimburse its staff (including volunteers) any reasonable and authorised expenses incurred by them on behalf of [name of organisation] or in the course of [name of organisation] business.

Procedures

1. [name of organisation] will not reimburse staff for
 - 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 [name of organisation] purchase order
 - Expenses that are not incurred for business purposes.
 - Late payment interest on credit cards.
 - Parking, traffic, or other fines and penalties.
2. In travel expenses,
 - Employees will be reimbursed for the most direct and economical mode of travel available, considering all of the circumstances.
 - Employees will not be reimbursed for additional costs incurred by taking indirect routes or making stopovers for personal reasons.
 - Use of an employee's own vehicle for work-related travel will be reimbursed by way of an all-inclusive mileage allowance at a given rate (see #).
 - Trip cancellation insurance will be reimbursed.
3. For accommodation,
 - Employees will be reimbursed for moderate accommodation expenses, considering all of the circumstances.
 - Employees will not be reimbursed for items of a personal nature charged to a hotel account.

- When accommodation is provided by an employee's friend or relative to whom the employee gives money or a gift as compensation or as a sign of appreciation, the employee may claim an overnight accommodation expense in accordance with per diem rates (see #).
4. For the employee's own meals,
 - Employees will be reimbursed for reasonable and appropriate meal expenses actually incurred while on [name of organisation] business.
 5. When the staff member is offering hospitality on behalf of [name of organisation],
 - Employees will be reimbursed for hospitality expenses incurred in the course of [name of organisation] business, as appropriate.
 - Appropriate hospitality charges include events hosted or sponsored for the purpose of promoting [name of organisation]'s work or enhancing its image, and include meals that are related to the transaction of [name of organisation] business.
 - When [name of organisation] employees dine together while on [name of organisation] business, it is appropriate for the **senior person** (if any) to arrange payment and submit the claim for reimbursement.
 6. Reimbursement of reasonable but unauthorised expenses may be made on an *ex gratia* basis.
 7. Advance payments may be authorised where appropriate. Such payments will be subtracted from the amount of any later reimbursements. If expenditure is not for whatever reason incurred then any advance payments made, or any unspent portion of such payments, must be returned.
 8. Fixed *per diem* payments may be authorised where appropriate.
 9. Staff are authorised to approve expenses to the amount specified in their individual job statement, and for expenditure above this level must seek specific authorisation from their supervisors.
 10. Except where *per diem* payments have been authorised, staff incurring authorised expenditure must wherever possible receive and retain receipts, invoices, vouchers, tickets, or other evidence of such expenditure.
 11. Staff incurring authorised expenditure must submit requests for reimbursement to the designated person (depending on the sum in question) on the standard form #, describing the nature and purpose of the expenses. The completed form must be signed by the applicant.
 12. Except where *per diem* payments have been authorised, staff 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.
 13. The designated person is 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 any requirements under the Fringe Benefits Tax legislation have been met.

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

Authorisation

<<*Position*>>

[name of organisation]