REIMBURSEMENT POLICY

Lake Baroon Catchment Care Group Inc

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Policy Number	018	Responsible person	Chair
Version	2025	Approved by Committee on	
Drafted by	Manager	Scheduled review date	As required

Policy adapted from https://www.communitydirectors.com.au/icda/policybank/

Introduction

Staff or volunteers may on occasion be required to pay expenses consequent on their employment 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 Lake Baroon Catchment Care Group, and the process for doing so. This policy relates to both staff and volunteers acting on authorised Lake Baroon Catchment Care Group business.

Policy

Lake Baroon Catchment Care Group will reimburse its staff (including volunteers) expenses incurred by them on behalf of Lake Baroon Catchment Care Group or in the course of Lake Baroon Catchment Care Group business so long as such expenses are:

(1) Reasonable

(2) Authorised

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

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

Responsibilities

It is the responsibility of Management to ensure that:

- Staff 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 employees and volunteers to ensure that their applications for reimbursement conform to this policy.

Procedures

Prohibited reimbursements

Lake Baroon Catchment Care Group 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
- Expenses that are not incurred for business purposes
- Late payment interest on credit cards
- Parking, traffic, or other fines and penalties

Travel expenses

- Employees and volunteers will be reimbursed for the most direct and economical mode of travel available, considering all of the circumstances
- Employees and volunteers will not be reimbursed for additional costs incurred by taking indirect routes or making stopovers for personal reasons
- Use of an employee or volunteer's own vehicle for work-related travel will be reimbursed by way of an all-inclusive mileage allowance, as shall be determined by the Australian Tax Office

Accommodation expenses

- Employees and volunteers will be reimbursed for moderate accommodation expenses, considering all of the circumstances
- Employees and volunteers 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 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 Manager and/or Management Committee

Meals

- Employees and volunteers will be reimbursed for reasonable and appropriate meal expenses actually incurred while on Lake Baroon Catchment Care Group business

Provision of hospitality

- Employees and volunteers will be reimbursed for hospitality expenses incurred in the course of Lake Baroon Catchment Care Group business, as appropriate
- Appropriate hospitality charges include events hosted or sponsored for the purpose of promoting Lake Baroon Catchment Care Group's work or enhancing its image, and include meals that are related to the transaction of Lake Baroon Catchment Care Group business.

- When Lake Baroon Catchment Care Group employees and/or volunteers dine together while on Lake Baroon Catchment Care Group 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.

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.

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

Staff and volunteers incurring authorised expenditure must submit requests for reimbursement to the Manager or Treasurer (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 and dated by the applicant.

Except where *per diem* payments have been authorised, staff 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.

Managers 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 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 Document

Acceptable Use of Vehicles & Equipment Policy
Procurement Policy

Appendix 1: Expense Reimbursement Claim Form

EXPENSE REIMBURSEMENT CLAIM FORM

LAKE BAROON CATCHMENT CARE GROUP

PAYEE DETAILS	
NAME	
ADDRESS	
POSITION	

BANK ACCOUNT DETAILS	
ACCOUNT NAME	
BSB	
ACCOUNT NUMBER	

DETAILS OF EXPENDITURE			
DATE	ITEM	PROJECT NO.	AMOUNT
			$
			$
			$
			$
			$
TOTAL			$

DECLARATION

I declare that:

1. The above expenditure was incurred during the course of employment in Lake Baroon Catchment Care Group (LBCCG) activities
2. This expenditure was incurred in accordance with LBCCG policy
3. All receipts and tax invoices are attached
4. This is the only claim I have made, or will make for these expenses

SIGNATURE		DATE	

EXPENSE CLAIM PAYMENT			
DATE PAID	PAYER	PAYMENT METHOD	
		EFT	CASH