



## REIMBURSEMENT OF EXPENSES POLICY

Policy number	08	Version	1.0
Drafted by	Steve Halloran and Joy Taylor	Approved by Board	2014
Responsible person	President	Scheduled review	2017

### INTRODUCTION

Volunteers, staff and contractors may on occasion be required to pay out of their own pockets expenses relating to their activities with 8CCC Community Radio Inc (8CCC). Under certain circumstances, as outlined in this policy, these 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 8CCC, and the process for doing so. This policy relates to volunteers, staff and contractors acting on authorised 8CCC business.

### POLICY

8CCC will reimburse its expenses incurred on behalf of 8CCC or in the course of 8CCC 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 Board in exceptional circumstances only.

Volunteers, staff and contractors incurring authorised expenditure must, wherever possible, receive, retain and produce a tax invoice as evidence of such expenditure.

8CCC Community Radio Inc will use as a guide the NT Government rates reimbursement of meal and incidental expenses, and travel expenses when volunteers, staff and contractors use their own car for approved 8CCC business.

### AUTHORISATION

Laurencia Grant Secretary	LG	Edan Baxter President	EB
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## REIMBURSEMENT PROCEDURES

Procedures number	08-1	Version	1.0
Drafted by	Steve Halloran and Joy Taylor	Approved by Board	2014
Responsible person	President	Scheduled review	2017

### RESPONSIBILITIES

It is the responsibility of the Board to ensure that:

- Volunteers, staff and contractors 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 all staff, contractors and volunteers to ensure that their requests for reimbursement conform to this policy.

### PROCEDURES

#### Prohibited reimbursements

8CCC will not reimburse for

- unauthorised expenses;
- expenses claimed by an employee as a tax deduction;
- expenses normally recoverable from a third party; and/or
- expenses that are not incurred for business purposes.

#### Travel expenses

- Staff, contractors and volunteers may be reimbursed for the most direct and economical mode of travel available, considering all of the circumstances.
- Use of volunteer, staff and contractor's own vehicle for work-related travel may be reimbursed by way of an all-inclusive mileage allowance, as shall be determined by the organisation from time to time.

#### Accommodation expenses

- Staff, contractors and volunteers may be reimbursed for moderate accommodation expenses, considering all of the circumstances. Staff, contractors and volunteers will not be reimbursed for items of a personal nature charged to a hotel account.

#### Meals

- Staff, contractors and volunteers may be reimbursed for reasonable and appropriate meal expenses actually incurred while on 8CCC business.



### **Approval**

Volunteers incurring authorised expenditure must submit requests for reimbursement to a Board member. Amounts of less than \$50 may be reimbursed from petty cash. All other amounts must be submitted to the Treasurer for reimbursement by direct debit or cheque. A tax invoice must, wherever possible, be retained as evidence of such expenditure.

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

### **AUTHORISATION**

Laurencia Grant Secretary	Edan Baxter President
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