



## Reimbursement Policy

### INTRODUCTION

Staff or volunteers may on occasion be required to pay expenses relating to their employment out of their own pockets. Under certain circumstances, as outlined in this policy, these expenses may be reimbursed by the Taillem Bend Community Centre Inc.

### PURPOSE

The purpose of this policy is to be clear under what circumstances reimbursement of expenses may occur on behalf of Taillem Bend Community Centre Inc, and the process for doing so. This policy relates to both staff and volunteers acting on authorized Taillem Bend Community Centre Inc business.

### POLICY

Taillem Bend Community Centre Inc will reimburse its staff (including volunteers) expenses incurred by them on behalf of Taillem Bend Community Centre Inc or during Taillem Bend Community Centre Inc business so long as such expenses are:

- (1) Reasonable and
- (2) Authorized

Reimbursement of reasonable but unauthorized expenses may be made on an ex-gratia basis at the discretion of the CEO in exceptional circumstances only.

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

### RESPONSIBILITIES

It is the responsibility of the CEO to ensure that:

- Staff and volunteers are aware of this policy.
- Any breaches of this policy coming to the attention of the CEO are dealt with appropriately.

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

### PROCEDURES

Prohibited reimbursement

Taillem Bend Community Centre Inc will not reimburse staff or volunteers for

- Unauthorized 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 Taillem Bend Community Centre Inc 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

- Employees and volunteers will be reimbursed for the most direct and economical mode of travel available, considering all 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 per kilometer as per the current ATO recommendation.

## ACCOMMODATION EXPENSES

- Employees and volunteers will be reimbursed for accommodation expenses, as per deemed a reasonable expense
- Employees and volunteers will not be reimbursed for items of a personal nature charged to a hotel account.

## MEALS

- Employees and volunteers will be reimbursed for reasonable and appropriate meal expenses actually incurred while on Tailern Bend Community Centre Inc business.

## PROVISION OF HOSPITALITY

- Employees and volunteers will be reimbursed for hospitality expenses incurred during Tailern Bend Community Centre Inc business.
- Appropriate hospitality charges include events hosted or sponsored for the purpose of promoting Tailern Bend Community Centre Inc work or enhancing its image and include meals that are related to the transaction of Tailern Bend Community Centre Inc business.


## REQUESTING REIMBURSEMENT

Staff and Volunteers incurring authorized expenditure must submit requests for reimbursements to the Finance officer on the attached Form, **APPENDIX A Expenses Claim Form** describing the nature and purpose of the expenses. The completed form must be signed by the applicant and their Manager/CEO.

Staff and volunteers incurring authorized expenditure must present all relevant tax invoices when seeking reimbursement. Where such evidence is for any reason lacking, statutory declarations may be sought.

The CEO is responsible for determining if the expenses being claimed are reasonable given the circumstances, and for ensuring they are charged against the appropriate account.

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 preparing the claim.

<b>Date first formulated</b>	19.01.2022	
<b>Dates approved by Board</b>	V1	2 Feb 2022
<b>Next Review Date</b>	Feb 2024	
<b>Related Documents</b>	Diversity and Social Inclusion Policy Privacy Policy Confidentiality Policy Complaints Policy Complaints Policy Procedure Flow Chart <a href="#">Legal Services Commission</a> <a href="#">National Employment Standards</a> <a href="#">Unions Australia</a> <a href="#">Human Rights Commission</a> <a href="#">Equal Opportunity Commission</a> <a href="#">Information Sharing Guidelines</a>	
<b>Legislation</b>	<a href="#">Public Interest Disclosure Act 2018 (SA)</a> <a href="#">Work Health and Safety Act</a> <a href="#">Work Health and Safety Regulations 2012</a> <a href="#">Codes of Practice</a> <a href="#">Safework SA</a> <a href="#">Aged Care Quality and Safety Commission Act 2018</a> <a href="#">Aged Care Act 1997</a> <a href="#">Competition and Consumer Act 2010</a> <a href="#">Associations Incorporation Act 2009</a> <a href="#">Woman Working Centre</a> <a href="#">Volunteers Protection Act 2001 (SA)</a> <a href="#">Equal Opportunity Act 1984</a> <a href="#">Commonwealth Privacy Act 1988</a> <a href="#">State Records Act 1997</a> <a href="#">Australian Human Rights Commission Act 1986 (Federal)</a> <a href="#">Crimes Act 1914 (Federal)</a> <a href="#">Fairwork Act 2009</a> Federal Law <a href="#">Fair work Act 1994</a> State Law	
<b>Signed on behalf of TBCC Board of Management by:</b>		
<b>Name:</b> Jack Hunt		
<b>Position held:</b> Chairperson		<b>Signature:</b>  <b>2 February 2022</b>