

Reimbursement Policy and Procedure	
Publication Date: May 2019	Applies To: All Committee and Sub Committee Members
Responsible Person: Treasurer	Scheduled Review Date: At least once every three years as determined by the Management Committee
Approved By: Committee meeting 6 May 2019	Author: Policy Sub-committee

INTRODUCTION

Volunteers may on occasion be required to pay expenses out of their own pocket, due to their involvement with Southlakes U3A. Under certain circumstances, as outlined in this Policy, these expenses should be reimbursed by the Association.

PURPOSE

The purpose of this Policy is to state when reimbursement of volunteers may occur on behalf of Southlakes U3A, and the process for doing so. This Policy relates to volunteers acting on authorised U3A business.

POLICY

Southlakes U3A will reimburse its volunteers expenses incurred by them 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 President in exceptional circumstances only.

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 Committee to ensure that:

- Volunteers are aware of this Policy;
- Any breaches of this Policy coming to the attention of management committee are dealt with appropriately.

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

PROCEDURES FOR REIMBURSEMENT POLICY

Prohibited Reimbursements

Southlakes U3A will not reimburse volunteers for:

- Unauthorised expenses;
- Expenses claimed by volunteers as a tax deduction;
- Expenses normally recoverable from a third party;
- Claims for purchases that are required to be made under a purchase order;
- Expenses that are not incurred for business purposes;
- Late payment interest on credit cards; and
- Parking, traffic, or other fines and penalties

Advanced Payments

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 than any advance payments made, or any unspent portion of such payments, must be returned.

Extraordinary Expenses

Approval must be given for any extraordinary expenses, outside of a Committee Meeting, before payment is made, from the Treasurer and one (1) other of the Executive Committee

Conference and Forum Expenses

Attendance at a Conference or other meeting where there is a registration or attendance charge must be approved by the Committee in advance.

Conference and Forum delegates will be reimbursed for conference registration fees, official dinner and petrol costs only. Petrol costs will be reimbursed at 50% of the ATO published rate using the cents per kilometre method to a maximum amount of \$100. The petrol reimbursement includes fuel, depreciation and wear and tear. The 2018 published rate is 68c; so Southlakes U3A rate is 34c per km.

Conference delegates will not be reimbursed for items of a personal nature charged to a hotel account or alcoholic beverages.

Local Travel Expenses

Southlakes U3A is a voluntary self help community as outlined in our Constitution. It is expected that volunteers will not be reimbursed for local travel.

General Rules

1. Fixed *per diem* (per day) payments may be authorised where appropriate.
2. Volunteers are not authorised to approve expenses and must seek specific authorisation from the Management Committee.
3. Except where *per diem* payments have been authorised, volunteers incurring authorised expenditure must, wherever possible, receive and retain receipts, invoices, vouchers, tickets, or other evidence of such expenditure.
4. 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.
5. Except where *per diem* payments have been authorised, 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.
6. 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.

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

RELATED DOCUMENTS

- Expenses Claim Form

AUTHORISATION OF PROCEDURE

Date of Approval by Committee	6 May 2019
Signature of U3A Secretary	
Name of U3A Secretary	Pauline Kelly
Signature of U3A President	
Name of U3A President	Susan Coggan
Date	

APPENDIX A: EXPENSES CLAIM FORM

<p>Southlakes U3A Inc. PO Box 5075 Dora Creek NSW 2264</p>	 
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EXPENSE REIMBURSEMENT CLAIM

Date: _____

Name:

\$

Catering/ Function Costs	
Postage & Telephone:	
Printing & Stationery	
Travel & Petrol Costs	
Other: (Please Detail)	
Total	\$

BSB

Account Number

Account Name

Signed

Treasurer Use Only

Amount Paid \$

Authorisation Receipt No.

Date paid

Treasurer Signed
