

STAFF	Reimbursement Policy
Responsibility of	All Members of Staff and Board
Objectives	To ensure that the Board reimburses legitimate business expenses when incurred in the course of operational activities by staff and Board members.
Procedures	<ol style="list-style-type: none"> 1. Reimbursement will only occur once a valid receipt is provided and it meets the following guidelines: <ul style="list-style-type: none"> • Be a valid Tax Invoice, i.e. include the ABN of the business from which the expense incurred. • The expense has been incurred in the course of Board activities, i.e. attendance at meetings. • Have a legitimate reason to why the expenditure was incurred and not paid for using existing means, such as Board credit cards. 2. The receipt must be presented to the Chief Executive Officer for sighting and approval if the incurred expense is less than \$50 (inc GST) and meets the guidelines. <ul style="list-style-type: none"> • Items of a value less than \$50 (inc GST) that do not meet the guidelines will be taken to the Board for approval. 3. Expenses that are less than \$50 (inc GST) and have been approved will be reimbursed using Petty Cash. 4. Receipts presented for items greater than \$50 (inc GST) will need to meet the guidelines and must be taken to the next available Board meeting for approval. 5. Approved reimbursements of receipts greater than \$50 (inc GST) will be reimbursed by EFT into the staff or Board members advised bank account. An expenditure coupon will need to be completed as per <i>Payments for Goods and Services Policy</i>.
Board Expectations	<ul style="list-style-type: none"> • That the legitimate expenses of Board Staff and Members are reimbursed when incurred. • That a formal review process occurs for all expenditure incurred prior to reimbursement occurring.
Document Control	<ul style="list-style-type: none"> • Document Approved Nov 2016 • Amended document to remove reimbursements by cheque, 11th Dec 2017, Approved by the Board • Approved Dec 2019, Nov 2020, Oct 2021, Sept 2023