



## REIMBURSEMENT OF EXPENSES POLICY

### Policy

The ACT Jewish Community Inc will reimburse reasonable expenses incurred on its behalf by both staff and volunteers who are explicitly authorised to make such expenditures and for which the Treasurer or his or her delegate has authorised in advance that the expenses are reimbursable.

Evidence of authorised expenditure must be provided to the Treasurer or his or her delegate in the form of receipts, invoices, vouchers, tickets, or other evidence. A statutory declaration will be required where such evidence is lacking for any reason in respect of significant expenses.

Unauthorised expenses will not be reimbursed under any circumstances.

Authorised expenses must be claimed as soon as practicable and in any event no later than 7 days after being incurred.

In addition, the ACT Jewish Community Inc will not reimburse staff or volunteers for:

- 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 an ACT Jewish Community Inc purchase order;
- expenses that are not incurred for business purposes;
- late payment interest on credit cards; and
- parking, traffic, or other fines and penalties.

The Board is responsible for ensuring that staff and volunteers are aware of this policy.

All employees and volunteers are responsible for ensuring claims for reimbursement conform to this policy.



The ACT Jewish Community is a member of the JCA family of organisations

- employees and volunteers will not be reimbursed for any additional costs incurred by taking indirect routes or making stopovers for personal reasons;
- the use of an employee or volunteer's own vehicle for work-related travel will be reimbursed according to the ATO's km allowance for the applicable engine size of the employee's vehicle on production of a Vehicle Log Book with details of the purpose of each trip and odometer readings for the start and end points; and
- trip cancellation insurance will not be reimbursed.

#### *Accommodation expenses*

- Employees and volunteers will be reimbursed for moderate accommodation expenses; and
- 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 ACT Jewish Community Inc business.

#### *Provision of hospitality*

Employees and volunteers may be reimbursed for hospitality expenses incurred in the course of ACT Jewish Community Inc business if the Board determines it is appropriate to do so.

Appropriate hospitality charges include events hosted or sponsored for the purpose of promoting the ACT Jewish Community Inc's work or enhancing its image, and include meals that are related to the transaction of ACT Jewish Community Inc business.

Advance payments may be authorised by the Treasurer where appropriate. Such payments will be subtracted from the amount of any later reimbursements. If expenditure is for any reason not actually incurred, any advance payments made or any unspent portion of such a payment must be returned within 7 days of being paid.

Staff and volunteers incurring authorised expenditure must submit requests for reimbursement to the Treasurer or his or her delegate on the form at **Appendix A**.

The completed form must be signed by the claimant.

The Treasurer or his or her delegate is responsible for determining if the expenses being claimed have been authorised and are reasonable. Further, that the expense is charged against the appropriate account and meets any requirements under Fringe Benefits Tax legislation.

The Treasurer or his or her delegate will return a claim that has not been properly prepared, authorised or supported by adequate documentation with the reason(s) for not processing the claim.

## Authorisation

Merrilyn Sernack  
Secretary  
ACT Jewish Community Inc  
6 February 2013

Policy number	2/2013	Version	v01
Drafted by	Merrilyn Sernack	Approved by Board on	6 February 2013
Responsible person	Treasurer	Scheduled review date	6 February 2016



# Reimbursement Request

This form must be completed when requests for reimbursement of purchases made by individuals on behalf of the ACT Jewish Community.

**REIMBURSEMENTS WILL NOT BE PAID UNLESS RECEIPTS ARE ATTACHED.**

Before purchasing items or services you should seek prior approval from the Treasurer, ACTJC or in his/her absence, to the Assistant Treasurer as unapproved purchases may not be reimbursed.

Please PRINT CLEARLY. If writing is illegible, payment may be delayed. Payments are processed each Wednesday and, subject to the request being approved by two Board Members, your reimbursement should appear in your account within a day or two of processing.

Requested by:			
Date:		Amount to be paid:	GST:

SUPPLIER/S:	
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NAME OF FUNCTION/S AND DESCRIPTION OF PURCHASE: And total \$\$ claim for each:	
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YOUR BANK ACCOUNT DETAILS:	Account Name:
	BSB:
	Account Number:

Are your receipts attached? YES  NO  If not, why not?.....

Signed: .....

**BELOW OFFICE USE:**

Payment Authority: (to be authorised by two members of the Executive of the ACT Jewish Community who are signatories of the ACT Jewish Community account via Commbiz):

MYOB Journal: (a/c number)		<b>DATE PAID</b>	
O/Manager Signature:			

Approved ONLINE	Documents sent with authorization request? YES / NO
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