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Reimbursement of Expenses Policy & Procedure

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THIS POLICY & PROCEDURE APPLIES TO: Pathways SouthWest Board of Management, Staff, Students, Volunteers, Consumers, Carers, other Stakeholders and the General Public

Reimbursement of Expenses

Policy & Procedure

Policy

Pathways will reimburse its staff (including volunteers) any reasonable and pre-approved expenses incurred by them on behalf of Pathways or in the course of Pathways business.

This procedure identifies the process that must be followed in the reimbursement of expenses incurred on behalf of Pathways.

Procedure

1. Pathways will not reimburse staff for
 - Expenses claimed by an employee as a tax deduction.
 - Expenses normally recoverable from a third party.
 - Expenses that are not incurred for business purposes.
 - Parking fees not authorized by line manager, traffic, or other fines and penalties.
2. Travel expenses,
 - Use of an employee's own vehicle for pre-approved work-related travel will be reimbursed by way of an all-inclusive mileage allowance as per kilometer (as per the Social, Community, Home Care and Disability Services Industry Award 2010).
 - All reasonable authorized travel expenses will be reimbursed.
 - Trip cancellation insurance will be reimbursed.
3. Accommodation,
 - Employees will be reimbursed for appropriate pre-approved accommodation expenses including evening meal and breakfast (the next day).
 - Employees will not be reimbursed for items of a personal nature charged to a hotel account.
4. Employee's own meals:
 - Employees will be reimbursed to a maximum of \$20.00 for meal expenses actually incurred while on Pathways business, if operating away from their normal work location.
5. Reimbursement of reasonable but unauthorised expenses may be made on an *ex gratia* basis.
6. Where a senior staff member possesses an organization credit card, they should make use of it instead of reimbursement.

7. Hospitality:

- a. All hospitality expenses must be pre-approved, including but not limited to accommodation, food, refreshments and incidentals
8. Advance payments should be pre-approved where appropriate. Such payments will be subtracted from the amount of any later reimbursements. If expenditure is not for whatever reason incurred then any advance payments made, or any unspent portion of such payments, must be returned.
9. Staff incurring authorised expenditure must receive and retain receipts, invoices, vouchers, tickets, or other evidence of such expenditure. Where such evidence is for any reason lacking statutory declarations may be sought.
10. Staff incurring authorised expenditure must submit requests for reimbursement to a member of the management team describing the nature and purpose of the expenses. The completed Staff Reimbursement form must be signed by the applicant and member of the management team (See link below)
11. The Manager is responsible for determining if the expenses being claimed are reasonable given the circumstances.
12. 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.