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## Policy No. 11

# Reimbursement for Out of Pocket Expenses

### DOCUMENT CONTROL

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<b>On behalf of Board:</b>	Denis Moroney President
<b>Next review date:</b>	October 2017

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## **TITLE**

Reimbursement for Out of Pocket expenses

## **PURPOSE**

The Board of Directors of SSAA Vic recognises that Board members, officers, and employees ("Personnel") of SSAA Vic may be required to travel or incur expenses from time to time to conduct company business and to further the mission of this non-profit organization.

The purpose of this Policy is to ensure that (a) adequate cost controls are in place, (b) travel and other expenditures are appropriate, and (c) to provide a uniform and consistent approach for the timely reimbursement of authorized expenses incurred by Personnel. It is the policy of SSAA Vic to reimburse only reasonable and necessary expenses actually incurred by Personnel.

## **SCOPE**

Directors, Officers and Staff of SSAA (Vic)

## **OBJECTIVE**

Provide direction

## **POLICY DETAILS**

When incurring business expenses, SSAA Vic expects Board members to:

- Except for usual travel (ie to Board meetings) all expenses are required to be requested via email and authorised by return email by the CEO **prior** to incurring the cost.
- Exercise discretion and good business judgment with respect to those expenses.
- Be cost conscious and spend money as carefully and judiciously as the individual would spend his or her own funds.
- Report expenses, supported by required documentation, as they were actually spent.

### **1. Expense Report**

Expenses will not be reimbursed unless the individual requesting reimbursement submits a written Expense Report. The Expense Report, which shall be submitted at least monthly or within two weeks of the completion of travel if travel expense reimbursement is requested, must include:

- The individual's name;
- If reimbursement for travel is requested, the date, origin, destination and purpose of the trip, including a description of each Company-related activity during the trip;

- An itemized list of all expenses for which reimbursement is requested.

## 2. Receipts

Receipts are required for all expenditures billed such as airfare and hotel charges. Receipts are **not required** for Vehicle travel ( ie. to and from Board meetings etc)

**Please note that Board meetings and regular Sub Committee meetings that SSAA Vic Board members attend no prior approval is required for travel expenses.**

## 3. General Travel Requirements

All trips involving air travel or at least one overnight stay must be approved in advance by the CEO.

## 4. Personal Cars

Personnel are compensated for use of their personal cars when used for Company business. When individuals use their personal car for such travel, including travel to and from Board meetings mileage will be allowed at the rate of 62 cents per kilometre.

Engine Size in litres	Allowable mileage rate ¢ per km
Up to but not exceeding 2 litres	0.75
Over 2 litres	0.77

## 5. Parking/Tolls

Parking and toll expenses will be reimbursed. The costs of parking tickets, fines, car washes, valet service, etc are the responsibility of the Board member and will not be reimbursed.

## 6. Entertainment and Business Meetings

Reasonable expenses incurred for business meetings or other types of business-related entertainment will be reimbursed only if the expenditures are approved in advance by the CEO.

## 7. Other Expenses

Reasonable SSAA related telephone and internet charges are reimbursable.

## ASSOCIATED DOCUMENTS / REFERENCES

None