



Curumbin Beach Vikings Surf Life Saving Club Inc. Expense Reimbursement Policy

Policy Register Number: CSLSC1.07

Original Issue Date: 12th October 2016
Approved By: Club Council
Approved on: 14th October 2021
Scheduled Review date: 10th November 2022

Background:

Staff or volunteers may on occasion be required to pay expenses consequent on their employment out of their own pockets. Under certain circumstances, as outlined in this policy, these expenses may be reimbursed by the organisation.

Purpose:

This policy sets out the process to be followed by staff and club council members when claiming reimbursement for expenditure items relating to official SLSC business.

Scope;

Reimbursement for Minor Expenditure

For the supply of goods or services up to the value of \$200 (plus GST) the club council or staff member may seek reimbursement where the purchase was required in undertaking official SLSC business.

Claims for reimbursement of minor expenditure will only be considered where the expenditure:

- does not exceed the minor expenditure threshold;
- is not an item specifically prohibited by this procedure (see notes below);
- could not have been purchased using any other method (e.g. purchase order)
- has not been incurred greater than a 14 day period from date of claim

Reimbursement for Major Expenditure

For the supply of goods or services over the value of \$200 (plus GST) the club council or staff member may seek reimbursement where the purchase was required in undertaking official SLSC business.

Claims for reimbursement of major expenditure will only be considered where the expenditure:

- has first been approved in writing by the Club CEO
- is not an item specifically prohibited by this procedure (see notes below)
- could not have been purchased using any other method (e.g. purchase order)



Currumbin Beach Vikings Surf Life Saving Club Inc. Expense Reimbursement Policy

- is not covered by some other entitlement such as a travel advance or per diem etc. It is the responsibility of the claimant to ensure that the claim has not been duplicated
- has not been incurred greater than a 14 day period from date of claim

Prohibited Expenditure

The following items of expenditure will not be reimbursed under this procedure:

- items of more than \$200 (plus GST) in value which is not pre-approved in writing by the Club CEO
- any item not purchased for official purposes or items of a personal nature;
- gifts to a staff member or staff member's associate;
- any item likely to attract FBT such as entertainment, provision of non-travel food or drink, alcohol purchases etc.

Procedure for Claiming Reimbursement of Expenses

Claims for reimbursement may be made using the official Club Expenses Claim Form (see Appendix A) provided the form has been completed in full and meets all of the requirements of this procedure. Incomplete or non-compliant claims will be returned to the individual for completion.

The following requirements should be addressed when completing the claim for reimbursement:

- Attach the original Invoice receipt from the supplier with a detailed description of the goods/services purchased. Where a receipt has not been issued or the description on the receipt is not clear a declaration is required
- Completed forms must be signed by the staff member and authorised by the Club CEO

Payment of Minor Expense Claims

When processing is completed the claim will be paid via EFT into the club council member or staff member's nominated bank account on the next available payment run. Payment of claims will be made each Tuesday. At least three working days is required prior to each payment run to ensure payment. Claims for reimbursement received after 5 pm each Friday may be processed at the end of the following week.



Curumbin Beach Vikings Surf Life Saving Club Inc. Expense Reimbursement Policy

Completion of Statutory Declaration for Missing Receipt / Invoice

Where a receipt/tax invoice is lost or unobtainable a statutory declaration detailing the goods/services provided, amount and reason for no receipt/tax invoice can be used to support claims for reimbursement.

APPENDIX A

Date	Purpose	Total Amount	Amount Ex	GST
Page 1				
Totals:				

For Accounts Use		Bank Transfer / Cheque / Cash Paid Date	Claimant's Signature: Authorised by: Print Name:	Date: Date:
-------------------------	--	--	--	--------------------