



REIMBURSEMENT POLICY

INTRODUCTION

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

The purpose of this policy is to spell out under what circumstances reimbursement of expenses may occur on behalf of ISD, and the process for doing so. This policy relates to both staff and volunteers acting on authorized ISD business.

POLICY

ISD will reimburse its staff (including volunteers) expenses incurred by them on behalf of Islamic Society of Darwin or in the course of ISD business so long as such expenses are:

- (1) Reasonable and
- (2) Authorised.

Reimbursement of reasonable but unauthorised expenses may be made on an ex gratia basis at the discretion of the Management in exceptional circumstances only.

Staff and volunteers incurring authorised expenditure must, wherever possible, receive, retain and produce receipts, invoices, vouchers, tickets, or other evidence of such expenditure.

AUTHORISATION

Date of approval by the Management
Islamic Society of Darwin



REIMBURSEMENT PROCEDURES

RESPONSIBILITIES

It is the responsibility of Management to ensure that:

- Staff and volunteers are aware of this policy;
- Any breaches of this policy coming to the attention of management are dealt with appropriately.

It is the responsibility of the all employees and volunteers to ensure that their applications for reimbursement conform to this policy.

PROCEDURES

Prohibited reimbursements

ISD will not reimburse staff or volunteers for

- Unauthorised expenses
- Expenses claimed by an employee as a tax deduction
- Expenses normally recoverable from a third party
- Claims for purchases without approvals
- Expenses that are not incurred for business purposes
- Parking, traffic, or other fines and penalties

TRAVEL EXPENSES

Employees and volunteers will be reimbursed for the most direct and economical mode of travel available if the travel is approved by Management.

Employees and volunteers will not be reimbursed for additional costs incurred by taking indirect routes or making stopovers for personal reasons.

ACCOMMODATION EXPENSES

- Employees and volunteers will be reimbursed for moderate accommodation expenses, considering all of the circumstances.
- 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 ISD business.

PROVISION OF HOSPITALITY

- Employees and volunteers will be reimbursed for hospitality expenses incurred in the course of ISD business, as appropriate.
- Appropriate hospitality charges include events hosted or sponsored for the purpose of promoting ISD's work or enhancing its image, and include meals that are related to the transaction of ISD business.

Advance payments may be authorised where appropriate. Such payments will be subtracted from the amount of any later reimbursements. If expenditure is, for whatever reason, not incurred then any advance payments made, or any unspent portion of such payments, must be returned.

Staff are authorised to approve expenses to the amount specified in their individual job statement, and for expenditure above this level must seek specific authorisation from Management.

Staff and volunteers incurring authorised expenditure must submit requests for reimbursement to the Management (depending on the sum in question) on the standard form (Expenses Claim Form V1.0), describing the nature and purpose of the expenses. The completed form must be signed by the applicant.

Staff and volunteers incurring authorised expenditure must present all relevant original receipts, invoices, vouchers, tickets, or other evidence of such expenditure when seeking reimbursement. Where such evidence is for any reason lacking, statutory declarations may be sought.

Management are responsible for determining if the expenses being claimed are reasonable given the circumstances, and for ensuring they are charged against the appropriate account, and that any requirements under the Fringe Benefits Tax legislation have been met.

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.