

BEPS REIMBURSEMENT OF EXPENSES POLICY

Rationale:

- Staff or volunteers may on occasion be required to pay expenses out of their own pockets. Under certain circumstances, as outlined in this policy, these expenses may be reimbursed by Brunswick East Primary School. However, it should be noted that the preferred procedure for payment for goods and services is through the use of a purchase order and invoice or use of the Brunswick East Primary School Corporate Card.

Aims:

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

Implementation:

- Brunswick East Primary School will reimburse its staff (including parent/volunteers) expenses incurred by them on behalf of Brunswick East Primary School or in the course of Brunswick East Primary School 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 Principal in exceptional circumstances only.
- Staff and volunteers incurring authorised expenditure must receive, retain and produce receipts, invoices, vouchers, tickets, or other evidence of such expenditure.

Responsibilities:

It is the responsibility of Management to ensure that:

- Staff, parents and volunteers are aware of this policy;
It is the responsibility of all employees and parent/volunteers to ensure that their applications for reimbursement conform to this policy.

Procedures:

Prohibited reimbursements

Brunswick East Primary School will not reimburse staff or parent/volunteers for;

- Unauthorised expenses
- Expenses claimed by an employee as a tax deduction
- Expenses normally recoverable from a third party
- Expenses that are not incurred for business purposes
- Late payment interest on credit cards
- Parking, traffic, or other fines and penalties

Advance payments cannot be made, however, staff and volunteers can request the Brunswick East Primary School Corporate Card for purchases.

Authorised Reimbursements:

- Staff and parent/volunteers incurring authorised expenditure must submit requests for reimbursement to the Business Manager along with their banking details. Reimbursements will not be made in cash. The completed form must be signed by the applicant with all relevant original receipts, invoices, vouchers, tickets, or other evidence of such expenditure attached. Where such evidence is for any reason lacking, statutory declarations may be sought.
- The Business Manager is responsible for determining if the expenses being claimed by staff are reasonable given the circumstances, and for ensuring they are charged against the appropriate sub-program account.
- The Co-ordinator of the fundraising event will be responsible for authorising and determining if the expenses being claimed by parent/volunteer are reasonable given the circumstances.
- 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.

Drafted by	Maria Booth		Version Final
Principal signature		Approved by School Council on October 2016	Scheduled review date October 2017

Name: _____

Please Print out and Attach Documentation (e.g. receipts)

Details	Date Expense Incurred	Activity	Total Cost	Notes
Total to be Reimbursed:				

Signature of Claimant: _____

Date Submitted: _____

Authorised by (Name): _____

Signature of Authorised Officer: _____

For Office Use Only:

Name of Person to be Reimbursed: _____

Date Reimbursed: _____

Banking details to be used:

BSB _____

Account Number _____