

Ballina Region for Refugees Inc.

Reimbursement of Expenses Policy

Policy Statement:

This policy is intended to ensure that any costs incurred by those engaged in BR4R activities are handled efficiently and fairly, and appropriately reimbursed where valid.

This policy provides guidance to those who wish to lodge a claim for reimbursement of expenses. It is recognized that some members, volunteers, committee members and others may not wish to lodge any claim for personal costs incurred. Their wish is to be respected.

This policy applies to all BR4R members, volunteers, any employees and to the BR4R Committee.

Terms and Definitions:

An expense is a cost personally paid by someone engaging in BR4R activities where there is an expectation that the cost will be reimbursed.

Procedures:

- BR4R aims to minimise administration costs and maximise funds going to directly support refugees and those seeking asylum. All are expected to be mindful of keeping all costs and low where possible to maximise funds available for distribution to refugees.
- BR4R Coordinators and Committee members have discretion in spending personal funds for BR4R activities and in seeking reimbursement. Where a cost is likely to be significant then the Coordinator or Committee member should request a decision by the full BR4R Committee.
- Any other person needs to seek approval from a BR4R Coordinator or Committee Member before expending their personal funds on BR4R activities. This approval may be given over a period of time (e.g. over a Homestay weekend or longer) or as a one-off approval (purchase of materials for an event).
- If a volunteer is seeking reimbursement for costs of travel, then they should discuss with their Coordinator how they would like this funded. For car travel there is the option of reimbursement of fuel costs through the production of a tax invoice receipt, or through claiming a kilometre rate for the total distance travelled on BR4R activities. The rate offered will mirror the current rate approved by the Australian Taxation Office.
- For all and any other expenses, a tax invoice is required to reimburse the cost. If no tax invoice is available, the BR4R Treasurer will give advice as to what evidence is acceptable.
- For anyone seeking reimbursement it is important this done as soon as possible after the expense is incurred so the operations of BR4R are not affected by a backlog of claims.

Approved by the BR4R Committee	Reviewed by the BR4R Committee	Amendments accepted by the BR4R Committee
Date: 12/11/2020	Date:	Date: