

# DARWIN SAILING CLUB REIMBURSEMENT OF EXPENSES POLICY

**February 2023**

CONTENTS:

1 INTRODUCTION .....3

2 PURPOSE OF THIS POLICY .....3

3 WHO IS BOUND BY THIS POLICY – (“The claimant”).....3

4 POLICY .....3

5 RESPONSIBILITIES.....4

6 PROCEDURE FOR REQUEST OF REIMBURSEMENTS.....4

APPENDIX A: REQUEST FOR REIMBURSEMENT FORM .....5

# Document Management

<b>Managed by:</b> General Manager	<b>Reference Group:</b> N/A	<b>Version:</b> 1.0
<b>Date approved:</b> 27/02/2023	<b>Status:</b> Board Approved	<b>Next review date:</b> November 2023

## Revision Record

Date	Version	Revision description
17/02/2023	0.1	GM consideration of draft
20/02/2023	0.2	Treasurer revision - \$200 limit correction to section 4, minor formatting for Board ready for Board consideration and approval
12/03/2023	1.0	Approval of Board recorded

## 1 INTRODUCTION

Board Members, employees, volunteers and members may, on occasion, be required to pay expenses related to Sailing Club business out of their own pockets. Under certain circumstances, as outlined in this policy, these expenses may be reimbursed by the organisation.

## 2 PURPOSE OF THIS POLICY

The purpose of this policy is to explain the circumstances where reimbursement of expenses may occur on behalf of the Darwin Sailing Club and the process for doing so.

## 3 WHO IS BOUND BY THIS POLICY – (“The claimant”)

This policy applies to all persons involved in the activities of the Darwin Sailing Club, as detailed below:

- a) persons appointed or elected to the Board, committees and sub-committees;
- b) employees of Darwin Sailing Club;
- c) volunteers; and
- d) members

## 4 POLICY

Darwin Sailing Club will reimburse the claimant for expenses incurred by them on behalf of the Darwin Sailing Club or in the course of the Darwin Sailing Club business where:

- prior authorisation of the relevant “expenditure delegate” (as specified in the Club’s Delegation and/or procurement policy) has been obtained;
- the expenditure/purchasing event and claim is less than \$200
- the claimant submits the reimbursement form (specified in section 6 of this policy) within 14 days of the date that expenditure was incurred;
- the claimant provides adequate evidence of expenditure such as receipts, invoices, vouchers, tickets and sales dockets.

Darwin Sailing Club will not reimburse for:

- a) Claims that exceed the reimbursable threshold of \$200;
- b) Multiple claims related to one supply/purchase event when added together exceed the reimbursable threshold of \$200 (Larger procurements are required to be arranged by the Sailing Club Administration);
- c) Expenses claimed by an employee as a tax deduction
- d) Expenses normally recoverable from a third party
- e) Claims for purchases that are required to be made under a Darwin Sailing Club purchase order
- f) Expenses that are not incurred for business purposes
- g) Late payment interest on credit cards
- h) Parking, traffic, or other fines and penalties

Reimbursement of reasonable expenses where prior approval of an “expenditure delegate” had not been obtained may be made on an *ex gratia* basis at the discretion of the General Manager and in exceptional circumstances only.

## 5 RESPONSIBILITIES

It is the responsibility of Management to ensure that:

- a) All applicable persons are aware of this policy;
- b) Any apparent policy breach is dealt with promptly and appropriately.

It is the responsibility of the claimant to ensure that their application for reimbursement conform to this policy.


## 6 PROCEDURE FOR REQUEST OF REIMBURSEMENTS

The claimant must submit a signed Request for Reimbursement Form (APPENDIX A) to the Finance Officer no more than 14 days from date of purchase.

The Finance Officer will determine if the expenses being claimed are reasonable given the circumstances, and will process the approved reimbursement to nominated bank account within 7 days of receiving the Request for Reimbursement Form.

Requests that have not been properly prepared, authorised, or supported by adequate documentation will be returned to the applicable persons and the reasons will be given for not processing the claim.

## APPENDIX A: REQUEST FOR REIMBURSEMENT FORM

 <p>The Darwin Sailing Club www.darwinsail.com.au</p>	<b>Purchaser details</b>	
Name:		
Signature		
Date of Request for Reimbursement:		
Date of Purchase:		
Description of goods / services:		
Name and Position of Expenditure Delegate <sup>1</sup> that provided approval prior to purchase		
Date of Approval by Expenditure Delegate		
Has sufficient evidence been provided		
Value of these goods and services (\$AUD, Excl. GST)		
Account Name for Reimbursement:		
Bank:		
BSB:		
Account #:		

### Reason for purchase of goods

**Please include details of the person who requested you purchase these goods on behalf of the club**


*Please turn over...*

<sup>1</sup> As specified in the Delegations Register

**INTERNAL USE ONLY**

Receiving Officer	
Receiving Officer Name:	
Receiving Officer Signature:	
Date Received:	

Reason for approval or denial of request for reimbursement