



EXPENSES POLICIES

November 2012

Purpose:

To ensure any business related costs are reimbursed subject to approval from Association.

Rationale:

Honoraria/Employees are not authorised to incur debt in the name of the Association nor expend personal monies with an intention of seeking recovery from the Association unless such expenditure or debt is approved by the Association.

Any reimbursements of expenses are business related and incurred as a result of performing role in line with individual's role description and contract of employment.

Mileage Policy

Purpose:

To reimburse Honoraria roles any business related expenses incurred in performing their duties in line with their role and job description

Rationale:

Mileage is paid by the Association to all Honoraria position holders (elected and appointed) for all travel necessary for carrying out the responsibilities of their position.

Procedure:

The rate of payment is reviewed annually and set at the Associations' Annual General Meeting (AGM) based on the Association's Annual Budget.

For Honoraria roles, the mileage entitlement is 50 cents per kilometre. Employees can only claim Mileage dependant on the current Mileage terms and conditions set in the employee's employment agreement.

Mileage claims must be made on the Association Expenses Claim Form as per the Wages and Expense procedure.

Mileage claims may be paid in part only if reasonable attempts are not made to use the cheapest or most efficient means of travel, including car pooling where available.

Babysitting Policy

Purpose

To assist individuals with babysitting costs to enable them to attend Playcentre meetings required as part of their role.

Rationale:

To ensure babysitting reimbursements are made in exceptional circumstances to enable Honoraria position holders (elected and appointed) to fulfil the responsibilities of their position.

Procedure:

Babysitting costs will be reimbursed in cases of exceptional circumstance to Honoraria position holders (elected and appointed) attending meetings, with approval by Management Team.

Babysitting costs can only be reimbursed if the following conditions are met:

- All options have been explored including find no charging babysitter etc
- Prior approval, before the costs are incurred, is obtained
- Babysitters are a third party, i.e. not a family member
- Claims are made on an Expenses form, including a signed receipt from the babysitter that specifies the reason, date, time and amount received for babysitting services, and approving signature from a member of the Management Team.

Reimbursement of babysitting costs will be paid at a rate of \$10 per hour for up to a maximum of four hours, no more than twice per term.

Travel

Purpose:

To reimburse Honoraria/Employees for any business related travel expenses, other than mileage ie ferry, aeroplane etc)

Rationale:

To ensure travel costs incurred as a result of fulfilling role responsibilities are reimbursed with Association approval.

Procedure:

Business related travel can only be claimed dependant on the terms set in employee's contract of employment or for Honoraria when carrying out their roles and agreed by the Management Team.

Claims are made on an Expenses form as per the Wage and Expenses procedure, and should include an attached receipt and obtain the required approval,

Other Expenses

Purpose:

To reimburse Honoraria/Employees for any other business related expenses

Rationale:

To ensure any business related costs incurred as a result of fulfilling role responsibilities are reimbursed with Association approval.

Procedure:

Business related costs include business related telephone calls, meal/entertaining allowance, photocopying, stationary, photocopying.

Claims can only be claimed dependant on the terms set in employee's contract of employment or for Honoraria when carrying out their roles and agreed by the Management Team.

Claims are made on an Expenses form as per the Wage and Expenses procedure, and should include an attached receipt and obtain the required approval,

Policy Accepted:	Association Meeting, November 2012
Review Date:	2015