



EXPENSE REIMBURSEMENT Policy and Procedure

Purpose and Scope

This policy applies to members and College staff members for the reimbursement of expenses incurred by them in undertaking work on behalf of the College.

1. Policy

The College will reimburse members and College staff members any reasonable and authorised expenses incurred by them on behalf of RANZCOG or in the course of College business. Reimbursement claims should be lodged within three months of incurring expenses.

2. Accommodation and Meals

An Expenses Reimbursement Allowance of up to A\$375 per overnight stay is provided to cover living expenses incurred in the location where the College business is taking place. The allowance is intended to cover accommodation and meals. Items of a personal nature charged to a hotel account will not be reimbursed. **Receipts must be provided for expenses reimbursement claims, in line with Australian Tax Office requirements.**

Expense reimbursement claims in excess of A\$375 per overnight stay will be considered by the Director of Corporate Services in collaboration with the relevant cost centre manager, or Director and/or CEO as necessary.

For reimbursement, members are required to complete an [Expenses Reimbursement Claim Form](#) and submit this together with relevant documentation and receipts to the Finance Office.

Following authorisation by the relevant College manager, reimbursements will be issued, either by cheque or by direct credit if requested, for up to A\$375 per overnight stay.

When College members dine together while on College business, it is appropriate for one person to arrange payment and submit the claim for reimbursement. Details of dining companions will need to be provided when claiming for reimbursement. Reimbursement will be approved as long as the amount claimed is within the reimbursement allowance for each member present.

When College employees dine together while on College business, it is appropriate for the most senior person present to arrange payment and submit the claim for reimbursement.

3. Taxi/Parking Fares

Reasonable taxi fares and/or parking fares will be reimbursed in addition to the accommodation and meal allowance of A\$375 per overnight stay. Receipts must be provided and details need to be included on the [Expenses Reimbursement Claim Form](#).

It is expected that when staying in hotel accommodation within a five to ten minute walk of College business, reimbursement of taxi fares will not be approved under these circumstances unless there is a recognised medical condition.

4. Same Day Interstate Travel

For same day interstate travel, reasonable taxi fares and/or parking fees will be reimbursed. Reimbursable taxi fares are: home to airport; airport to meeting or College House; meeting or College House to airport and airport to home. Standard airport parking will be reimbursed, not valet parking.

For reimbursement, members are required to complete an [Expenses Reimbursement Claim Form](#) and submit this together with relevant documentation and receipts to the Finance Department.

Following authorisation by the relevant College manager, reimbursements will be issued, either by cheque or by direct credit if requested.

5. Local Councillors/Council Representatives Attending Council Meetings

Members of Council and/or Council Observers/Representatives required to attend Council meetings within their own city are entitled to an Expenses Reimbursement Allowance of up to A\$50 per day to cover expenses incurred as part of attendance at Council meetings.

To claim the A\$50 per day reimbursement, members are required to complete an Expenses Reimbursement Claim Form *Expenses Reimbursement Claim Form* and submit this together with relevant documentation and receipts to the Finance Department.

Following authorisation by the relevant College manager, reimbursement will be issued, either by cheque or by direct credit if requested.

6. Private Accommodation

Members who choose to stay in private accommodation, while undertaking College business in locations other than those in which they reside, are eligible to claim up to A\$50 per overnight stay *Expenses Reimbursement Claim Form*.

7. Motor Vehicle Travel

Where applicable, a motor vehicle allowance is payable to those persons using their own vehicle on College business. The mileage allowance, in line with Australian Taxation Office regulations from 1 July 2018, is 68 cents per kilometre. In New Zealand, there is a flat rate of 76 cents (NZ) per kilometre.

Long distance motor vehicle travel will be reimbursed at the equivalent lowest airfare over the same distance or by negotiation.

To claim a motor vehicle allowance, members are required to complete an *Expenses Reimbursement Claim Form* and submit this together with relevant documentation and receipts to the Finance Department.

Following authorisation by the relevant College manager, reimbursement will be issued, either by cheque or by direct credit if requested.

8. Telephone/Mobile/Fax Expenses

8.1 Councillors/Chairs of Committees

Reimbursement of telephone/mobile/fax expenses for Councillors and Committee Chairs are covered within *Allowances Payable to Office Bearers/Board Members, Members of Council and Chairs of Committees*.

8.2 Members and College Staff

Telephone, mobile and fax expenses incurred by members and College staff on College business will be reimbursed upon presentation of an itemised bill, with those calls being claimed for highlighted.

For those staff using a prepaid mobile phone, an itemised log of calls will need to be submitted. A flat rate of \$2.00 per call will be reimbursed. The itemised log needs to be attached to the *Expenses Reimbursement Claim Form*.

Following authorisation by the relevant College manager, reimbursement will be issued, either by cheque or by direct credit if requested.

9. Procedure

9.1 Advance Payments

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

9.2 Items Not Covered For Reimbursement

The College will not reimburse members and staff for:

- 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; or
- Parking, traffic or other fines and penalties.

10. Related RANZCOG Documents

- Travel Policy and Procedure
- Use of Taxis and Cabcharge
- Allowances Payable to Board Members, Members of Council and Committee Chairs
- Expense Reimbursement Claim Form

Policy Version	6 (October 2018)
Policy Owner	Corporate Services
Policy Approved By	RANZCOG Board, October 2015
Review of Policy	As required or no later than October 2020