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## **REIMBURSEMENT OF EXPENSES POLICY**

**SWA Policy No:** 01  
**Drafted:** January 2007  
**Adopted:**  
**Amended:**  
**Version:** 01

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### **Purpose**

To outline procedures that must be followed in the reimbursement of expenses incurred on behalf of South West Arts Inc.

### **Policy**

South West Arts Inc will reimburse its staff (including volunteers) any reasonable and authorized expenses incurred by them on behalf of South West Arts Inc or in the course of South West Arts Inc business.

### **Procedures**

1. South West Arts Inc will not reimburse staff for:
  - Expenses claimed by an employee as a tax deduction.
  - Expenses normally recoverable from a third party.
  - Claims for purchases that are required to be made under a South West Arts Inc purchase order.
  - Expenses that are not incurred for business purposes.
  - Late payment interest on credit cards.
  - Parking, traffic, or other fines and penalties.
2. In travel expenses:
  - Employees will be reimbursed for the most direct and economical mode of travel available, considering all of the circumstances.
  - Employees will not be reimbursed for additional costs incurred by taking indirect routes or making stopovers for personal reasons.
  - Use of an employee's own vehicle for work-related travel will be reimbursed by way of an all-inclusive mileage allowance at a given rate of 0.35 per kilometer.
  - Trip cancellation insurance will be reimbursed.
3. For accommodation:
  - Employees will be reimbursed for moderate accommodation expenses, considering all of the circumstances.

- Employees will not be reimbursed for items of a personal nature charged to a hotel account.
  - When accommodation is provided by an employee's friend or relative to whom the employee gives money or a gift as compensation or as a sign of appreciation, the employee may claim an overnight accommodation expense in accordance with per diem rates.
4. For the employee's own meals:
    - Employees will be reimbursed for reasonable and appropriate meal expenses actually incurred while on South West Arts Inc business.
  5. When the staff member is offering hospitality on behalf of South West Arts Inc:
    - Employees will be reimbursed for hospitality expenses incurred in the course of South West Arts Inc business, as appropriate.
    - Appropriate hospitality charges include events hosted or sponsored for the purpose of promoting South West Arts Inc's work or enhancing its image, and include meals that are related to the transaction of South West Arts Inc business.
    - When South West Arts Inc employees dine together while on South West Arts Inc business, it is appropriate for the **senior person** (if any) to arrange payment and submit the claim for reimbursement.
  6. Reimbursement of reasonable but unauthorized expenses may be made on an *ex gratia* basis.
  7. Advance payments may be authorized 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.
  8. Fixed *per diem* payments may be authorized where appropriate.
  9. Staff are authorized to approve expenses to the amount of \$2000.00 and for expenditure above this level must seek specific authorization from the Board.
  10. Except where *per diem* payments have been authorized, staff incurring authorized expenditure must wherever possible receive and retain receipts, invoices, vouchers, tickets or other evidence of such expenditure.
  11. Staff incurring authorized expenditure must submit requests for reimbursement to the Financial Administrator (depending on the sum in question) on the standard form describing the nature and purpose of the expenses. The completed form must be signed by the applicant.
  12. Except where *per diem* payments have been authorized, staff incurring authorized expenditure must present all relevant original receipts, invoices, vouchers, tickets or other evidence of such expenditure when seeking reimbursement. Where such evidence is for any reason lacking statutory declarations may be sought.

13. The designated person is responsible for determining if the expenses being claimed are reasonable given the circumstances, and for ensuring they are charged against the appropriate account, and that any requirements under the Fringe Benefits Tax legislation have been met.
14. Claims that have not been properly prepared, authorized, or supported by adequate documentation will be returned to the claimant and the reasons will be given for not processing the claim.