



POLICY - Finance 002

Reimbursement of Australian National Council members expenses

Purpose This Policy clarifies and defines appropriate guidelines for the reimbursement of ANC member's expenses.

Background The ANC wishes to ensure the timely reimbursement of expenses incurred by members in the pursuit of approved ANC or CIGRE activities.

As ANC is a member funded organisation, it is appropriate that reimbursements and payments from ANC funds are managed and controlled in an appropriate and timely manner. This policy also seeks to ensure that members are promptly reimbursed for personal expenditure whilst in the pursuit of ANC or CIGRE approved activities.

This policy is aimed at clarifying for members what expenses will be reimbursed and the process and procedure for making such claims for reimbursement.

Document History

| Version | Date | Summary of Changes | Approved | Review Date |
|---------|------------------|--------------------|---------------------------------|---------------|
| 1.0 | 04 February 2014 | Initial Policy | ANC Finance and Audit Committee | February 2015 |
| | | | Approved | June 2017 |
| | | | | June 2020 |

1. Applicability:

This policy governs the reimbursement of reasonable personal expenses incurred in relation to Cigre ANC activities.

2. Items/Activities eligible to be reimbursed

The cost of any activity or item which is reasonably incurred as direct result of carrying out ANC Cigre activities and but for the ANC Cigre activity would otherwise not have been incurred. These expenses may include but not be limited to such things as travel, accommodation, and meals.

3. Items/Activities that will not be reimbursed

ANC will not reimburse any costs of a personal nature which could reasonably be expected to have been incurred regardless of any ANC Cigre activity. ANC will not reimburse any fines or penalties incurred due to infringements of local laws or by-laws, whether or not this was in the pursuit of ANC Cigre activities. (for example, speeding fines or parking fines will not be reimbursed).

4. Process for applying for Reimbursement of Personal Expenditure

- a. If a member knows of upcoming likely expenses which are not clearly covered by these guidelines, she/he should contact the ANC Executive Manager to seek clarification and confirm what expenses will be covered.
- b. Any claim for personal reimbursement must be accompanied by a receipt or other evidence of the expense being incurred. (Receipt, credit card statement, paid invoice etc.). Expenses cannot be reimbursed without appropriate evidence.
- c. The claimant must complete the form – ANC Cigre: Claim for reimbursement of expenses and attach the evidence indicated in (4b).
- d. All reimbursements should be claimed within 2 months of the expense being incurred. (Claims outside of this period will only be considered under extenuating circumstances and will need to be approved by the ANC Executive Manager).

Contact for further information:

ANC Secretariat



ANC Cigré: Claim for reimbursement of expenses

Name: _____ Date: _____

Contact Details:

Address: _____ Email: _____

_____ Phone Number: _____

State _____ Postcode _____

| Date Expense incurred | Item description | Reason / Detail | Amount \$ AUD | Receipt evidence attached (Yes/No) |
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Comments: _____

Total Claimed: AUD\$ _____

Detail for Payment of Reimbursement:

Direct Debit: BSB: _____ / _____
Account No. _____

Cheque: made out to: _____

Other (Specify) _____

Signed: _____

Claims should be lodged with the Secretary ANC : anc@cigre.org.au

Office Use Only :

Reimbursed on: Date : _____ Amount: \$ _____

Account (if applicable): _____ Signed: _____
