



VIETNAM VETERANS ASSOCIATION OF AUSTRALIA SOUTH AUSTRALIA BRANCH INCORPORATED

Administrative Instruction 01/2011

EXPENSE CLAIMS FOR VOLUNTEERS

Introduction

1. The Association does not employ staff and so is heavily reliant on volunteers to perform all work functions. To ensure these volunteers are not financially disadvantaged, the State Committee has agreed that volunteers may be reimbursed reasonable costs incurred in the performance of business. Volunteers reimbursed from State funds are most likely to be members of the State Council, but from time to time other members are co-opted. In these circumstances those co-opted personnel may also be reimbursed for expenses incurred while undertaking approved activities.
2. The aim of this administrative instruction is to Advice State and sub-branch volunteers how to claim reimbursement when that is appropriate and also to provide guidance about what are considered 'reasonable expenses' for claim purposes.

Detail

3. Members performing work at the request of the Association are to submit claims directly to the State Treasurer.

REASONABLE EXPENSES

4. Examples of claims considered reasonable by the State Committee are:

a. Travel.

Actual airline, train or bus tickets are to be produced as receipts when travelling on **approved business**. Where private transport costs are involved, either fuel receipts recording the amount actually expended on fuel for the journey/s in question are to be submitted.

b. Accommodation.

When a volunteer in the normal course of Association activities is required to sleep away from their residence overnight, low cost accommodation is to be sought and only '**bed and breakfast**' expenses are to be claimed. Where discounts are obtained the Association is to be given the benefit when claims are submitted.

c. Telephone Expenses.

Actual telephone costs associated with the day to day activities of the Association can be claimed, providing the claim is accompanied by a copy of the relevant telephone account with those expenses incurred in the performance of VVAA business highlighted. However, as a matter of financial responsibility the cheapest form of communication consistent with the urgency of the matter should be utilised. In this regard, electronic mail services, such as facsimile services and e-mail, are often cheaper than the telephone and when they are, they should be utilised.

d. Parking.

Expenses incurred by utilizing facilities provided by commercial parking organisations in the performance of VVAA business may be reimbursed, providing a receipt accompanies the claim and no other reasonable arrangements could be made. Also, when a parking fine is incurred on an expired metre these costs may also be claimed, providing the volunteer can demonstrate to the State Committee they were unavoidably delayed while attending to VVAA business.

e. Minor Administrative Expenses

Minor expenses incurred in the administration of the Association may be reimbursed upon the production of receipts and an explanation of the expenses.

f. Official Function Costs.

When members of the State Committee and their partners are required to represent the VVAA (SA Branch) at official functions, all reasonable costs associated with the function will be considered for reimbursement. However, when a sub-branch, which has requested or invited the attendance of one or more members of the State Executive and their partners, is conducting the function then the expectation is that the sub-branch will meet the expenses incurred.

g. Unusual Claims.

Producing receipts and presenting an explanation to the State Committee for consideration can claim expenses incurred for any other activity for which reimbursement is sought.

CLAIMS PROCEDURE

5. All persons submitting claims are to do so in writing. Members of the State Committee are to provide all receipts, vehicle log details and other relevant documentation and forward this directly to the State Treasurer. Upon receipt and providing there are no questions relating to the claim, the State Treasurer will forward the reimbursement cheque to the claimant as soon as possible.
6. Since the State Treasurer is required to ensure the propriety of expenditure, claims for payment submitted without supporting documentation or not signed will be returned to the claimant. Persons submitting claims should note that their signature on the invoice is interpreted as meaning that the expenditure incurred was associated with approved VVAA (SA Branch) activities.

CLAIMS FREQUENCY

5. So that expenditure is restricted within budgetary and other limitations, all claims should be submitted without delay after the expenditure has been incurred. As a general rule, claims should not be submitted any less frequently than monthly. Should insufficient funds be available to meet the expenses the Treasurer will hold claims until funds are available. Should that be the case, the claimant will be advised.

Authority

6. State Council Meeting: 20th February 2011