



Reimbursement for Out-of-Pocket Expenses

Introduction

Many people, often volunteers, undertake a range of duties for, and on behalf of, the Tasmanian Bridge Association (TBA). The Association will reimburse in full or part its servants for costs incurred in supporting the TBA. This includes the use of a privately-owned motor vehicle where that use was on behalf of and authorised by the Association and was required to further the objectives of the Association.

The organisation wants to ensure that reimbursement of any costs incurred is appropriate and in line with comparable organisations in Tasmania whilst not unduly impacting on the TBA's financial situation. The TBA appreciates the many contributions volunteers make to the organisation by not claiming for every situation and for being aware of the organisation's limited finances.

Purpose

This policy specifies what reimbursements the TBA pays to cover authorised out-of-pocket expenses people assisting the organisation in carrying out its functions may incur including using their motor vehicle for authorised travel.

Scope

This policy applies to reimbursement to all TBA volunteers and staff who have incurred authorised costs in supporting the work of the TBA.

Policy

The TBA ensures that people undertaking authorised tasks for the organisation are adequately covered for any expenses they may incur in undertaking their duties. To be eligible for reimbursement for travel and travel related expenditure, a person must have prior approval in writing from the TBA President or TBA Committee. Email correspondence is acceptable.

Reimbursement will be provided within 2 weeks of the date of tendering the receipt.

Travel

To claim travel and associated expenses a Travel Claim form (attached) should be completed and given to the Treasurer.

The TBA reimburses expenses occurred in the authorised use of a private car at the rate of 50% of the ATO cents per kilometre deduction rate applying in the income year pertaining

to the claim for reimbursement. No receipts required. In 2025 the rate is .44 cents per kilometre
or

a higher percentage of the ATO cents per kilometre deduction rate for the year provided that the claimant produces receipts of expenditure and logbook records of authorised and personal usage that justify the claim. With this option receipts may be required.

Travel must be greater than 30 kms from the TBA and must be approved prior to the travel occurring.

Cost of meal in accordance with receipt with maximum as follows

- Breakfast - \$22
- Lunch - \$25
- Dinner \$60
- Cost of alcohol will not be reimbursed.
- Accommodation in accordance with a receipt with a maximum of \$200.
- Flights will be reimbursed on receipt. No Business Class bookings will be accepted and the TBA would expect members to endeavour to find the least expensive option to get to their destination.

The TBA would not expect a person to claim a meal or accommodation where this is already provided.

If other members or affiliates are travelling to the same function, car-pooling must be used if travel expenditure is to be claimed.

Other claims

For purchase of approved items, a receipt must be lodged with the Treasurer and full reimbursement will be provided. Wherever possible, especially for large amounts, purchase should be invoiced to the TBA rather than paid for in cash.

The TBA will endeavour to set up accounts at several businesses so volunteers can purchase their items without having to pay cash. For example, Officeworks for stationery.

In all claims for reimbursement the TBA encourages and appreciates people being thrifty and being aware that the organisation has limited resources that it is endeavouring to manage for the benefit of all its members.

Document information

Date originally approved	February 2025
Next review date	January 2027
Responsible person	Treasurer

Claim for Expenses

Name:

Address:

Reason for Expenses:

Item(s) purchased	
TRAVEL Car Kilometres Travelled – X kilometres @ rate or Supply documentation for travel calculations Flights (Receipts Attached) Uber / Taxi (Receipts attached)	
ACCOMMODATION (Receipts Attached)	
MEALS Lunch (Receipts attached) Breakfast (Receipts attached) Dinner (Receipts attached)	
OUT OF POCKET EXPENSES (Receipts attached)	
TOTAL	

When filling in this claim for reimbursement, would you please attach all relevant receipts to the back of this claim.

Signature _____ Date _____

BANK DETAILS

Account Name	
BSB No.	
Account No.	