**Expense Reimbursement**

Your club may reimburse volunteers for out-of-pocket expenses incurred in performing their role, but this is not an obligation. Expenses may include public transport, petrol allowance, parking, mobile phone use or equipment.

If your club intends to reimburse volunteers, it is recommended that a policy/procedure be developed, which clearly outlines what will and will not be reimbursed.

**Sample Policy Statements**

* It is recognised that volunteers give freely of their time and should not be adversely disadvantaged financially within their role
* Volunteers will be reimbursed for travel for approved activities where more than ….km is required in a single trip. This will be reimbursed @..../km or on fuel receipt
* **……** Club will reimburse volunteers for any purchases where receipts can be provided. Volunteers will not be reimbursed for general costs e.g. phone, travel unless approved
* Volunteers requiring to purchase goods from a single supplier on a regular basis should discuss the establishment of an account with the committee for ease of managing finances
* Purchases over $... should be made by the Treasurer using EFT, card payment or cheque
* Where possible, purchases should be made from sponsoring, partnering businesses.

**Sample Procedure Statements**

* Volunteers need to submit an expense claim form with receipts for reimbursement to ………
* Reimbursement Claims should be submitted as soon as possible after purchase and within 28 days
* Reimbursement up to $....... will be made in cash. Amounts in excess of this will be made by electronic funds transfer.