



# ***Expense Reimbursement Procedure***

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Version:	Date superseded	Reason for change
1.0		Initial version

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## Expense reimbursement procedure

### Purpose

This procedure describes the process to be followed to reimburse out-of-pocket expenses which have been incurred by a member or volunteer in providing a service to an ESA discipline or to the ESA Board of management.

This procedure is not intended to cover significant items which may be connected with the operational activities of an ESA discipline. Significant items must be managed through normal ESA purchase and acquisition processes.

### To make a reimbursement claim.

1. The need to make a reimbursement should be identified by a committee member of the discipline concerned in consultation with the member/volunteer concerned.
2. Details of the reimbursement need to be listed on the 'Claim for Reimbursement of Expenses' form which are provided to the chair of each discipline. Please ensure that tax invoices or receipts are provided in support of the expenses. This will enable the ESA to claim GST input tax credits. (An example of the claim form is shown in the appendix of this procedure.)

N.B. It is recognised that some reimbursements such as mileage allowances will not be supported by an invoice or receipt. The chair of the relevant discipline has authority to make a determination in such cases.

3. All reimbursements will be made by direct credit to the bank/financial institution of the person making the claim. It is essential that the claimant provides these details on the reverse of the reimbursement claim form.
4. If possible, the completed form should be authorised by the chair of the relevant discipline at the event or function when the claim is being made. **This authorisation is a mandatory step in the reimbursement process.**

Un-authorised forms can cause unnecessary delay when the ESA office has to arrange authorisation with the discipline chair.

5. The form and supporting documentation must be forwarded to the ESA office. This can be by mail or dropping off at the ESA office. (Either of these methods is preferred, especially when several tax invoices or receipts are involved.)

If the claimant chooses to email the form, this must be sent to [admin@equestriansa.com.au](mailto:admin@equestriansa.com.au) This will help avoid delays caused by a claimant not being recognised by the ESA systems.

6. The ESA accounts team will compile a group of the completed and authorised claim form/s for the weekly payment run. This includes allocation of the expenses into the ESA accounting system and preparation of the weekly banking payment schedule which is reviewed and authorised by the Executive Officer.
7. The final stage is when the banking payment schedule is reviewed and authorised by the Board signatories (two signatories).  
The completed and authorised schedule is submitted to the ESA Bank (ANZ, Mt. Barker). Expense claims will be disbursed to claimants' bank accounts.

Appendix. Example of reimbursement claim form.

**Equestrian South Australia Inc**  
**Claim for Reimbursement of Expenses**



<u>Name</u>		
<u>Function</u> (Event/ Committee expenses/Office.. etc.)		
<u>Address</u>		
<u>Telephone</u>		<u>Fax</u>
<u>Mobile</u>		<u>E-mail</u>
<u>Date</u>	<u>Nature of Expenditure</u>	<u>Amount</u>
<b>Total</b>		
<b>Please attach receipts. We need these to claim back the GST.</b>		
<u>Signature</u>		<u>Date</u>



**EQUESTRIAN**  
SOUTH AUSTRALIA

## Claim for Reimbursement of Expenses

**Payment Method = Direct Debit to your Bank**

Please provide us with your details below:

**Bank**

**Account Name:** \_\_\_\_\_

**BSB:** - - - - -

**Account no:** \_\_\_\_\_

**Bank Name:** \_\_\_\_\_

**Discipline Committee use only:**

Authorised by: .....

Name of Chairperson: .....

Date: ...../...../..... 2016

**Office use only:**

Authorised by: .....

Position: .....

Date: ...../...../.....

Account: ...../.....

Direct Debit Receipt No: ..... Cheque No: .....

**RETURN TO:** Equestrian SA Inc  
Unit 10 / 2 Cameron Road  
Mt Barker SA 5251