



Expense Reimbursement Procedure

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Date:	21/09/2022

Revision history:		
Version:	Date superseded	Reason for change
1.0	21/09/2022	Initial version
2.0		Revised 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.

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. The completed form must be authorised following the ESA Delegation of Authority document . **This authorisation is a mandatory step in the reimbursement process.** Un-authorized forms can cause unnecessary delay when the ESA office has to arrange authorization.
5. The form and supporting documentation must be forwarded to the ESA office. This can be by mail, dropping off at the ESA office or emailing to accounts@equestriansa.com.au. (The preferred method is by email to the accounts email address.)
6. Based on information provided in the claim form the expenses will be allocated to the respective discipline/ESA office and will then be included in the weekly payment run.
7. The final stage is the approval of the weekly payment run by two authorised ESA signatories, at which point the funds will be transferred to the claimant's bank account.

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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>
Total		
Please attach receipts. We need these to claim back the GST.		
<u>Signature</u>		Date

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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: _____

Delegation of Authority – Please tick relevant box

Within budget purchases up to \$1,500	DC
Within budget purchases between \$1,501 - \$4,000	DC AND EO
Within budget purchases over \$4,001	DC AND FARMC
Unbudgeted purchases up to \$400	DC
Unbudgeted purchases up to \$401 - \$1,000	EO
Unbudgeted purchases over \$1001	FARMC
Approved Domestic Travel related to planned and budgeted ESA Discipline committee activity	DC
Approved non-discipline domestic travel related to a planned ESA activity up to \$500	EO
Approve domestic travel not related to a planned ESA activity, or is unbudgeted	FARMC
Approve overseas travel	Board

Discipline Committee use only:

Authorised by:

Name of Chairperson:

Date:/...../...20

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