



VIETNAM VETERANS ASSOCIATION OF AUSTRALIA

VICTORIAN BRANCH (INCORPORATED)

ADMINISTRATION INSTRUCTION NUMBER 11

EXPENSE CLAIMS FOR VOLUNTEERS

Introduction

1. The purpose of this AI is to advise State and Sub-Branch volunteers how to claim reimbursement when appropriate and also to provide guidance about what are considered 'reasonable expenses' for claims purposes.
2. 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 Executive has agreed that volunteers may be reimbursed reasonable costs incurred in the performance of business on behalf of the Association.
3. The State Executive recommends that Sub-Branches adopt similar reimbursement procedures for their volunteers.

Detail

State and Sub-Branch Expenses

4. The State is responsible for the reimbursement of volunteers' expenses when the work is being done on behalf of the State and the Sub-Branch is responsible for the reimbursement of volunteers' expenses when the work is being done on behalf of the Sub-Branch
5. From time to time other members of the Association may be co-opted to do work on behalf of the State. In these circumstances those co-opted personnel may also be reimbursed from State funds for expenses incurred while undertaking approved activities.

Reasonable Expenses/Examples of Claims

6. Examples of claims considered reasonable are:

Travel

Actual airline, train or bus tickets are to be produced as receipts when travelling on approved business. Where private transport costs are involved, detailed records of travel are to be maintained and supported by fuel receipts recording the amount actually expended on fuel for the journey/s in question are to be submitted. For private transport costs related to journeys within the Melbourne Metropolitan area, reimbursement is not to exceed the maximum amount specified in the Department of Veterans Affairs policy.

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.

Telephone Expenses

Actual telephone costs associated with the day to day activities of the Association can be claimed. The claim must be accompanied by a copy of the relevant telephone account with those expenses incurred in the performance of State Branch 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 should be utilised whenever possible.

Parking

Expenses incurred by the use of commercial parking facilities in the performance of Association business may be reimbursed providing a receipt from the parking facility accompanies the claim. If a parking fine is incurred on an expired meter this will only be reimbursed if the volunteer can demonstrate an unavoidable delay while attending to Association business.

Minor Administrative Expenses.

Minor expenses incurred in the administration of Association business may be reimbursed upon the production of receipts accompanied by a written explanation of why the expenses were incurred.

Official Function Costs.

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

Unusual Claims.

Expenses incurred for any other activity for which reimbursement is sought, can be claimed by producing receipts and a detailed written explanation to the State Executive for consideration.

Claims Procedure

7. Claims are to be submitted directly to the State Treasurer and must be accompanied by all relevant receipts, vehicle log details and if required, a detailed written justification.
8. The State Treasurer is required to ensure the propriety of expenditure. Reimbursement claims submitted without supporting documentation or not signed (where applicable) will be returned to the claimant. There will be no reimbursement made on a verbal basis.
9. Upon receipt of the relevant documentation, the State Treasurer will forward the reimbursement cheque to the claimant as soon as possible. If there is to be any delay, for any reason, the claimant will be advised.
10. Persons submitting claims should note that their signature on the invoice is interpreted as meaning that the expenditure incurred was associated with approved State Branch activities.

11. Sub-branches must not process claims relating to State Branch activities to prevent payment by both the State Branch and the Sub-Branch for the same duty.

Claims Frequency

12. As a general rule, claims for reimbursement should be submitted on a monthly basis, however, claims may be submitted more frequently if the claimant wishes to do so. If a claim is submitted for a period exceeding one month after the activity, an explanation of why the claim was not submitted within one month of the expense being incurred will be required. This explanation may be verbal or in writing.
13. Should insufficient funds be available to meet the expenses being claimed, the Treasurer will hold claims until funds are available. Should that be the case, the claimant will be advised.

Conclusion

14. Reimbursement of expenses is based on work performed on behalf of the Association and it is the responsibility of the claimant to ensure all necessary documentation is presented when submitting a claim for reimbursement.