

## REIMBURSEMENT OF EXPENSES POLICY

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### Purpose

Kidney Health Australia Staff or volunteers may on occasion be required to pay expenses consequent on their employment out of their own pockets. Under certain circumstances, as outlined in this policy, these expenses may be reimbursed by the organisation.

This Policy outlines Reimbursement of Expenses entitlements along with process guidelines for employees and applies to all employees or volunteers in accordance with the National Employment Standards.

### Scope

The purpose of this policy is to spell out under what circumstances reimbursement of expenses may occur on behalf of Kidney Health Australia and the process for doing so. This policy relates to both staff and volunteers acting on authorized Kidney Health Australia business.

This Policy may be reviewed, varied, added to or withdrawn by KHA at any time at the company's discretion. This Policy and any amendments to it does not form part of your contract of employment or volunteer agreement.

Where an enhanced benefit is detailed in your contract of employment, this will supersede the policy.

### Policy Detail

Volunteers may incur out-of-pocket expenses incurred in the course of Kidney Health Australia business.

Kidney Health Australia will reimburse its staff (including volunteers) expenses incurred by them on behalf of Kidney Health Australia or in the course of Kidney Health Australia business so long as such expenses are:

- (1) Reasonable and
- (2) Authorised.

### Procedure

The procedure is to complete an *Expenses Reimbursement Form* found on the G:/ drive at G:/HR/Forms

Once completed this should be signed by your line manager and then scanned and emailed to [accounts@kidney.org.au](mailto:accounts@kidney.org.au) who will reimburse your funds to your bank account.

Reimbursement of reasonable but unauthorised expenses may be made on an *ex gratia* basis at the discretion of the CEO in exceptional circumstances only.

Staff and volunteers incurring authorised expenditure must, wherever possible, receive, retain and produce receipts, invoices, vouchers, tickets, or other evidence of such expenditure.

### Revision History

Issue #	Date	Author	Change
1	12/11/2019	Dan Ramos	first release