



Reimbursement of expense policy

INTRODUCTION

Staff or volunteers may on occasion be required to pay for expenses of the Mountains to Seas Conservation Trust with their own funds. As these expenses are consequent to conducting the trust's business, under certain circumstances, as outlined in this policy, these expenses may be reimbursed by the organisation.

PURPOSE

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

POLICY

The Mountains to Seas Conservation Trust will reimburse its staff and volunteers expenses incurred by them on behalf of the Mountains to Seas Conservation Trust or during Mountains to Seas Conservation Trust business so long as such expenses are:

- (1) Legal, and
- (2) Reasonable, and (3) Authorised.

Reimbursement of reasonable but unauthorised expenses may be made on an ex-gratia basis at the discretion of the Poutokomanawa/Co-Directors in exceptional circumstances only.

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

The Mountains to Sea Conservation Trust considers that Poutokomanawa/Co-Directors personally pay for expenses related to business activities of the organization that are difficult to account for (e.g., increased personal tax preparation fee). The trust thus authorizes the reimbursement of such unaccounted expenses in an annual amount not to exceed the threshold set by the Board of Trustees. The threshold is initially set at \$499.00 per annum.

To obtain reimbursement Poutokomanawa/Co-Directors must invoice the trust once annually for such unaccounted expenses.

AUTHORISATION

All Trust Contractors are delegated authorisation to obtain reimbursement by the Trust for authorised expenditure as part of their contracts. They must receive, retain, and produce receipts, invoices, vouchers, tickets, or other evidence of such expenditure and attach it to a Trust reimbursement claim form (See Table 1).

MOUNTAINS TO SEA CONSERVATION TRUST

Reimbursement Claim Form

Payee:

Date:

Account /Project Code	Description	Amount
	TOTAL	

Cheque No.

Dated:

Claimant's Signature:

(can be signed electronically)

Authorised for Payment:

(Sign)

(Date)

Please attach any copies of any invoices/receipts.

Please include your bank account number to be reimbursed to.

No Trust Contractors are currently delegated authorisation for reimbursement of unauthorised expenses that may be made on an ex-gratia basis. The Poutokomanawa/Co-Directors may delegate this authorisation to other members of the leadership team (e.g Regional Coordinators/Managers) at their discretion in exceptional circumstances only. This delegated authorisation will be done in writing and must outline a cap and expectations around how this authorisation is to be used.

Governance Policy - Reimbursement of expense policy

Approved by Mountains to Sea Conservation Trust Board of Trustees