



Reimbursement Expenses Policy

Policy number	F2 V2 Jan25	Version	V2
Previous Policy number	V1 Feb21	Approved by Board on	1 st April 2025
Responsible person	Governance Committee	Scheduled review date	30 th April 2026

1. Introduction

It is the National Rural Women's Coalition policy to reimburse Directors for expenses that are necessarily incurred in the operation of the organisation as laid down in the Constitution.

- 1.1 Two Directors, one of which would be the Treasurer, must approve all expenses
- 1.2 Original receipts and credit card slips must be submitted for all claims
- 1.3 All claims for reimbursement of expenses must be made within two weeks of incurring expenses to ensure inclusion in monthly financial reporting.

2. Purpose

The purpose of this policy and procedure is to clarify under what circumstance reimbursement of expenses may occur on behalf of the National Rural Women's Coalition and the process for doing so.

3. Scope

This policy relates only to individuals approved or invited to attend meetings, events or programs or act on behalf of the National Rural Women's Coalition.

4. Policy

The NRWC will reimburse its Directors, Contractors, Volunteers, Stakeholders and representatives' expenses incurred by them on behalf of NRWC so long as such expenses are:

1. Reasonable; and
2. Authorised.

Reimbursement of reasonable, but unauthorised expenses, may be made on an *ex gratia* basis at the CEO and President's discretion in exceptional circumstances only. However, such reimbursement must be ratified retrospectively by the President and must not exceed the agreed amount.



Directors, Contractors, Volunteers, Stakeholders and representatives incurring authorised expenditure must receive, retain and produce receipts, invoices, vouchers, tickets, or other evidence of such expenditure.

5. Travel

- 5.1** Travel is to be in the most practical, economical, and reasonable mode, unless previously arranged with the Chief Executive Officer.
- 5.2** Airfare travel by Directors, Contractors, Volunteers and Stakeholders should be personally booked and not reimbursed until after the event. In circumstances where this is not possible, air and ground transportation should be submitted to the Administration Officer to book as soon as they are approved to travel to secure the most economical fares. Transport paid by individuals as part of an NRWC activity is only reimbursed once the trip has been taken for the purpose it was booked and reimbursement for with attached proof of expense has been provided within two weeks of the completion of the event.
- 5.3** Car travel expenses in private vehicles will be reimbursed at the rate set by the Board and listed on current NRWC Reimbursement form.
- 5.4** Taxis and public transport are permitted for transportation to and from airports; when travelling between accommodation and meeting sites; a receipt must be requested to document this expense. The use of a chauffeured vehicle arrangement must be pre-approved.

6. Accommodation

- 6.1** All approved accommodation and meal costs (excluding drinks) incurred whilst undertaking National Rural Women's Coalition activities, will be reimbursed by the NRWC.
- 6.2** Extra charges to the room, (laundry, wi-fi etc) and mini-bar are not reimbursed and will be deducted from the daily allowance unless agreed prior to travel and use is unavoidable.
- 6.3** Alcohol will not be reimbursed.
- 6.4** For face-to-face meetings, accommodation and meals will be booked and paid for by the National Rural Women's Coalition when in the company of the CEO/President.



7. Reimbursement Documentation

All forms required for travel management and reimbursement can be found at Appendices to this policy.

A separate form will need to be completed and signed for each Project or function. If the reimbursement is being lodged with the Administration Officer via email, receipts must be scanned and sent with the form.

After checking and confirming that all expenses claimed are in accordance with this policy, the CEO will ensure that payments are approved as per this policy and paid to the bank accounts each Director, Contractor, Volunteer, Stakeholder or representative has provided.

Authorisation

Signature of Board Secretary:

A handwritten signature in black ink, appearing to read "Debra Hulse", is written over a horizontal line.

Date of approval by the Board: 1st April 2025
National Rural Women's Coalition Ltd



NRWC Reimbursement Form

ABN: 14 151 707 158

Your Name:		
Your Address:	State:	Postcode:
Project:	Date Submitted:	

Reimbursement (Please ensure a copy of all receipts are attached)

Date	Supplier Name	Description	Information/other	Total
Example	Qantas	Flights	Adel/Mel/Adel	\$200.00
			TOTAL Claimed	

In-Kind Contribution

Date	Description	Hours/\$/other	Total

Please check that you have attached all receipts and have signed the reimbursement form.

Signature	Date:
Banking Details:	
Account Name:	
BSB:	
Account	

Reimbursement forms should be submitted promptly to the NRWC.

Email: admin@nrwc.com.au **Post:** NRWC Ltd
 PO Box 437
 GUNNEDAH NSW 2380

Approved by: **Date:**