

## Artists Society of Canberra Inc

### GUIDELINES FOR REIMBURSEMENT OF MEMBERS INCURRING EXPENSES FOR ASOC OTHER THAN TRAVEL COSTS

Policy number	004	Version	001
Drafted by	Stephen Clively	Approved by MC on	26 April 2020
Responsible person	The Treasurer	Scheduled review date	March 2022

#### **TERMS OF REFERENCE**

Members of the Artists Society of Canberra (ASOC) should be reimbursed for additional expenses they incur on behalf of ASOC. This document outlines ASOC's policy for reimbursing expenses other than travel costs and should be read in conjunction with the travel cost policy and the ASOC Financial Controls policy.

#### **POLICY**

Members of the Artists Society of Canberra (ASOC) have the right to be reimbursed for expenses they incur in the fulfilment of their duties for ASOC beyond attendance at regularly scheduled Management Committee (MC), sub-committee and members meetings.

Reimbursement should normally occur in a framework of approved expenditure by the member involved, either through previous approval from the MC, Financial Sub-Committee or authorised within the context of an event budget.

Wherever possible a member seeking reimbursement for payments for **goods and services** purchased for ASOC should present receipts, invoices, vouchers, tickets or other evidence of such expenditure and use the attached ASOC expenses claim form. Where this is not possible a declaration, explanation or diary entry of their expenses would be required.

For **other expenses** where it is difficult to estimate the cost (such as excessive telephone and computer use), the member should seek the agreement of the Treasurer regarding substantiation of the claim (for example, where a member is able to compare previous charges over a set period a written statement to this effect would be taken as evidence for an estimate of the ASOC related expenses incurred.)

Wherever possible a member should arrange for ASOC to be invoiced directly in order to avoid the member having to pay for goods and services.

#### **DEFINITION**

Reimbursement includes payments for **goods and services** purchased for ASOC and other substantial expenses incurred by a member (such as telephone and computer expenses).

Members working for major events, such as the Summer Art Experience and the Spring Exhibition, have the right to expect reimbursement for all expenses they incur for these activities.

In exceptional circumstances, reimbursement of reasonable expenses that were not originally authorized as outlined in the sections above may be made on an ex gratia basis at the discretion of the ASOC President, the Financial Sub Committee or the Management Committee.

Reimbursement is not a payment for the actual work carried out by a member for ASOC. It is not a form of honorarium, nor a gift.

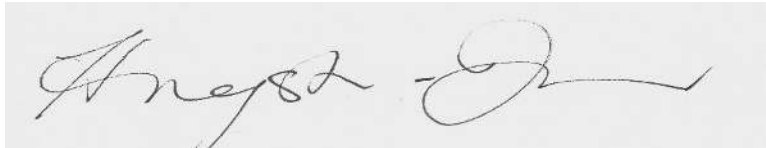
#### **PROCEDURES FOR OBTAINING REIMBURSEMENT**

A member should normally have prior approval for purchases of goods and services for which they themselves pay. This approval may be in the form of a direct statement from the MC, FSC, event sub-committee, or another member who has the right to give such approval (e.g. the President, the Treasurer, or coordinator of a sub-committee). Expenses may also be legitimately incurred within the context of an approved budget for an event.

If an expenditure has not been authorised in one of these ways, the member would need to explain the circumstances in which they incurred expenses.

Wherever possible a receipt should be submitted, and this clearly for the purchase of goods and services.

#### **AUTHORISATION**

A handwritten signature in black ink on a light grey background. The signature is cursive and appears to read 'Vickie Hingston-Jones'.

Vickie Hingston-Jones

Artists Society of Canberra Inc

Approved by the ASOC Management Committee 26 April 2020

ASOC EXPENSES CLAIM FORM



ASOC  
EXPENSES CLAIM FORM

Invoice No .....
Cheque/transaction No: .....
Date .....

Office use only

Name: \_\_\_\_\_

Address \_\_\_\_\_

**Bank details for EFT payment:**

Name of account \_\_\_\_\_

BSB \_\_\_\_\_ Account Number \_\_\_\_\_

**Claim details**

*Please itemise expenses and attach receipts for all purchases*

<b>Expense</b>	<b>Purpose</b> <small>(e.g. Spring Exhibition supplies, SAE catering)</small>	<b>Date</b>	<b>Amount</b>
<b>TOTAL</b>			<b>\$</b>

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Authoriser's Name (Please Print) \_\_\_\_\_

Authoriser's Signature \_\_\_\_\_

Processed by: \_\_\_\_\_ Date: \_\_\_\_\_

Please submit this form to the Treasurer by email: [treasurer@asoc.net.au](mailto:treasurer@asoc.net.au)  
 Alternately you may deposit into the locked box in the ASOC Studio for processing