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## **Expense Reimbursement Policy & Procedure**

### **How to Claim for Reimbursement**

All claims for reimbursements must be made using the online Reimbursement Claim Form at <https://www.sporty.co.nz/viewform/118849>

### **Reimbursement Processing**

The completed Reimbursement Claim Form must be approved by the Tennis Otago General Manager or their designee.

All expenditure must be supported by original receipts, which must be attached to the claim form. Please note that Visa dockets are not acceptable; a GST receipt must be provided.

All reimbursement payments will be direct credited into the bank account specified in the Reimbursement Claim Form. Reimbursements are normally paid once a month through online banking only.

All claims for reimbursement should be made within one month of the expenditure.

### **Allowable Reimbursement Claims**

In general, reimbursements will only be made for expenses incurred on behalf of Tennis Otago. No element of private expenditure will be reimbursed.

The following costs can only be claimed in relation to coaches, managers, players, parents or supporters who have an official Tennis Otago role (i.e. not for parents or extra family members going to tournaments or teams events as observers, etc.).

#### *Prior Authorisation*

Prior authorisation is required for any expense claim likely to exceed \$100. Please email [admin@tennisotago.org](mailto:admin@tennisotago.org) to request authorisation.

#### *Use of Private Vehicles*

Petrol costs incurred for Otago team transport to away fixtures, coaching work undertaken elsewhere, etc. will be reimbursed at the following rates:

- No. Of km travelled, rounded up to the closest 100km
- Reimbursement based on 10km/litre
- Petrol price based on last month's 95 octane price

Every effort should be made to use the Tennis Otago vehicle, carpool, and economise on transport costs.

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### *Food/Meal Costs*

Food purchases made for teams events, Otago team away trips, etc. will be reimbursed in full.

### *Travel Costs, Accommodation etc.*

Tennis Otago related travel and accommodation arrangements should be made using the most cost effective, practical means available. This should be by using either the cheapest equivalent airfare, hiring a rental car if necessary, using the standard airport shuttle service, seeking reimbursement for petrol costs, or booking economical shared accommodation (where practical).

**NB** Where possible, the Tennis Otago Skeggs Fuelcard should be used for petrol purchases for the Tennis Otago van and other vehicles.

### *Other expenses*

Contact [admin@tennisotago.org](mailto:admin@tennisotago.org) to request authorisation to incur expenses falling outside the above categories.

Tennis Otago is required by legislation to be fully accountable. Accountability requirements exist both internally (Board, Committees) and externally (clubs and other member organisations, accountants, auditors, Companies Office, Charities Services etc.).

To achieve this accountability an organisation must have internal controls in place. Internal controls manage risk and help ensure that resources are used efficiently and effectively. A major component of internal controls is the existence of adequate documentation and records. In the case of reimbursable expenditures, such documentation and records would be GST invoices and receipts.

External auditors specifically examine all aspects of internal control to ensure that such controls are in place and are adequate.

Tennis Otago must comply with relevant tax legislation: GST, PAYE and FBT etc.