

Purpose

The purpose of this document is to detail ABRISA's Expense Claim procedure. These procedures have been in operation since 2007. This procedure provides ABRISA with an effective means to track expenditure and to promptly pay volunteers for ABRISA related expenses, especially as they often purchase for goods with their own cash, prior to making an Expense Claim.

1. General Principles**1.1 Frequency of Submission - Monthly**

Expense Forms should be submitted monthly so ABRISA has an accurate financial position. All forms are to be submitted by the end of the first week of every month - for June expenses, submit the Expense Claim by end of the first week of July. The Treasurer will process the expense forms monthly. As an exception, especially where larger cash amounts are involved, and to ensure the member/volunteer is not financially impacted, the Treasurer may process the claim sooner. Where this is required, please send an email to ABRISA, contactus@abrisa.org.au requesting this.

Expense Forms must be completed in English to ensure it complies with Australian legislation and for auditability, as required, by third parties.

1.2 Receipts

Expenses must be substantiated with receipts and these should be attached to the Expense Form. In case of transport tickets, the tickets themselves can be attached. In all cases, the business purpose for the expenditure must be added (see below for more information).

If you do not have the receipt, the Description and Purpose must be clear and must support the purpose of the expenditure. If the expense has been paid with a credit card, credit card statements can be used as proof of payment

1.4 Sign the Form

The form is to be signed by the volunteer prior to submission/posting to ABRISA. The cost of envelopes/stamps can be included as well.

Expense Forms can be downloaded from the ABRISA website, www.abrisa.org.au, under the *Office Admin* option.

