

Reimbursement policy

First developed	Quarter 1, 2018
Last review date	Quarter 3, 2024
Scheduled review date	Quarter 3, 2026
Purpose	<p>Staff, contractors or volunteers may on occasion be required to pay out of their own pockets expenses consequent on their employment. Under certain circumstances, as outlined in this policy, these may be reimbursed by the organisation.</p> <p>The purpose of this policy is to spell out under what circumstances reimbursement of expenses may occur on behalf of the Centre for Community-Driven Research (CCDR), and the process for doing so. This policy relates to both staff, contractors and volunteers acting on authorized CCDR business.</p>
Policy	<p>CCDR will reimburse its staff (including volunteers and contractors) expenses incurred by them on behalf of CCDR or in the course of CCDR business so long as such expenses are:</p> <ol style="list-style-type: none"> (1) Reasonable (2) Represent the overall, lowest cost option available (3) Authorised. <p>Reimbursement of reasonable but unauthorised expenses may be made on an <i>ex gratia</i> basis at the discretion of the CEO in exceptional circumstances only.</p> <p>Staff, contractors and volunteers incurring authorised expenditure must, wherever possible, receive, retain and produce receipts, invoices, vouchers, tickets, or other evidence of such expenditure.</p>
Policy Implementation and assignment of responsibility	All staff, volunteers and Board members are responsible for adhering to this policy