

EXPENSE CLAIMS

1. Volunteers engaged in work for ONSW may be reimbursed for pre-approved expenses based on either of two methods:
 - a. As an agreed amount for undertaking the activity. The amount shall be agreed in advance with the responsible Director or other officer, and noted in writing.
 - b. As reimbursement of expenses incurred in undertaking the activity.
2. ONSW employees are entitled to be reimbursed for expenditure incurred in the course of their assigned duties, if it was impractical or not cost-effective for the expenditure to be charged to an ONSW account. In such cases evidence such as copies of receipts shall be submitted. In cases where receipts are not available a reasonable estimate of cost may be included in the expense claim.
3. The Expenditure Limits in Section [2.4](#) also apply to all expense claims.
4. Claims for reimbursement shall be submitted in two ways depending on its nature:
 - a. A request for payment for undertaking the activity should be done by means of an invoice. If a volunteer does not have an ABN, the first invoice should be accompanied by the relevant ATO (Statement by Supplier) form, details found [here](#). See [Appendix 1](#) for a copy of a pro-forma invoice
 - b. For expenses incurred in undertaking the activity, an Expenses Claim form ([Appendix 2](#)) should be completed based on evidence such as copies of receipts. In cases where receipts are not available a reasonable estimate of cost may be included in the expense claim. The relevant activity and account should be selected on the form assist in it being correctly recorded by ONSW.
5. The invoice or expense claim form should be submitted to the [Finance Officer](#) by post or by electronic means, an email suffices as an electronic signature. Claims will normally be paid electronically so bank account details for EFT should be provided. The [Finance Officer](#) will file all such claims for future reference.
6. Expense claims will not be paid where expenditure is clearly of a personal nature. If an account has been paid and is subsequently found to be incorrect, ONSW may proceed to recover such incorrect payments.

Approved: September 2015

Reasons: Update to a link to ATO form.