

1. Purpose

To define the types of expenses for which Fishcare Victoria Volunteers may be reimbursed and provide reimbursement limits to ensure expenses are incurred in a fiscally responsible and timely manner avoiding unnecessary and excessive expenses.

2. Policy Statement

Fishcare Victoria recognises the need for appointed volunteers to undertake travel on Fishcare Victorias behalf, and the need for some out-of-pocket expenses to be reimbursed. This Policy seeks to define Fishcare Victoria standards for expenses in accordance with audit requirements.

Fishcare Victoria will reimburse individuals for reasonable expenses whilst participating in an eligible activity. It is imperative that all claims are submitted in accordance with Fishcare Victoria volunteer expense claim form. Expenses will only be covered for the period that the individual's assigned role requires. Any additional expense costs outside of this period will be borne by the individual. Individuals will be responsible for any extra costs in relation to attendance of partners/friends etc.

Fishcare Victoria will reimburse only the ACTUAL expenditure or UP TO the prescribed maximum where the actual expenditure is greater than the prescribed maximum. Each and every claim must have attached to the claim tax receipts in support of the claim. Credit Card vouchers are not acceptable as a tax receipt.

3. Reimbursable Items

3.1 Meals

Whilst away on Fishcare Victoria business the actual and reasonable cost of breakfast, lunch and dinner will be reimbursed in the absence of a prepaid organised meal being provided. These expenses will be reimbursed upon submission of a completed Fishcare Victoria Expense Reimbursement form with a copy of the tax invoice / receipt attached.
up to the following limits per person:

Claimable expense reimbursement limit per day;

Breakfast \$15

Lunch \$15

Dinner \$30

If claiming the cost of a group meal the names of all individuals who are eligible for reimbursement should be listed on the reverse of the tax receipt. Unless previously authorised by the Executive Officer, Fishcare Victoria will not reimburse for alcohol or tips paid.

3.2 Accommodation

Accommodation must be booked by the Regional Facilitator with prior approval from the Executive Officer. Preference is for Regional Facilitators to make the payment with a Fishcare Victoria debit card. In the event that a volunteer makes payment directly with the hotel, payment will be reimbursed upon submission of a completed Fishcare Victoria Expense Reimbursement form with a copy of the tax invoice / receipt attached.

For a multi-day event, accommodation will be provided for the nights in between event days, if they are required to travel in excess of 100km (one way) from their home location and the event organiser has not provided accommodation. E.g. Event starts Saturday 8.00am and finishes Sunday 4.00pm. Saturday night accommodation will be paid for by Fishcare Victoria if required. Fishcare Victoria recognises that in some instances, accommodation may be required for the night prior to or after the event. In this case accommodation may be provided based on pre-approval from the Executive Officer.

3.3 Private Vehicle Use / Fuel

Carpooling should be considered where appropriate to reduce the economic and environmental implications of travel. Fishcare Victoria volunteers may be reimbursed for using their private vehicles to perform authorised and approved Fishcare Victoria duties.

Volunteers will be reimbursed fuel expenses at the rate of \$0.33 per kilometer travel to and from events and \$0.60 per km when towing a Fishcare Trailer.

Travel claims must be claimed within 2 months of the travel occurring. Fishcare Victoria Facilitators are to undertake monthly communications with their respective group calling for volunteer travel reimbursements to be submitted. Travel claims submitted out of this period will not be processed.

4. Delegations / Authorisation / Responsibilities

- The Executive Officer will be responsible for approving accommodation expenses
- Fishcare Regional facilitators will be responsible for approving the vehicle travel of their respective group volunteers
- Fishcare Facilitators will be responsible for approving meal allowances and where possible, pay for meals on Fishcare Victoria debit cards to reduce administration.

This policy can be updated as required.