



# Healesville Community Renewable Energy Inc

## Finance06 – Expense Reimbursement

Policy Id	Finance06	Version	02
Policy Type	Financial	Subject	Expense Reimbursement
Approved	May 2025	Scheduled review	May 2028

### 1 Introduction

It is important that there is internal control and an expense reimbursement policy in place to record the refund request by Healesville CoRE members for Healesville CoRE expenses.

### 2 Purpose

This policy informs Healesville CoRE members how they claim and how they are reimbursed for expenses that they have incurred or payments that they have made on behalf of Healesville CoRE. It is a set of rules that specifies how expenses are claimed; it does not describe how expenses are authorised (See Authority of Expense Policy - Finance02).

### 3 Policy

The following rules apply to any authorised expense that is being claimed from Healesville CoRE.

- If any person individually pays for an authorised expense, they must claim reimbursement from Healesville CoRE within 3 months of the expense.
- The Healesville CoRE Reimbursement Claim Form (See Appendix) must be used, with all appropriate parts completed as well as an expense receipt.
- The Tax Receipt must be valid and contain the following elements: Suppliers' name and ABN; Date of issue; Description of goods or services sold; and Total price of the sale (including GST or GST listed separately).
- Credit card receipts are NOT a valid Tax Receipt.
- A reimbursement request for a non-approved expense may be rejected if the President or Treasurer believes that the expense does not perform a valid business purpose fulfilling the mission of Healesville CoRE.
- Healesville CoRE will not reimburse for expenses that will be claimed by the member as a tax deduction.
- Advance payments may be authorised where appropriate. Such payments will be subtracted from the amount of any later reimbursements. If expenditure is, for whatever reason, not incurred then any advance payments made, or any unspent portion of such payments, must be returned.
- Expense claims will be reimbursed by direct debit into the claimant's nominated bank account.
- Expenditure incurred in a foreign currency must be converted to AU\$ at the spot rate applicable at the date the expenditure was incurred. In instances where the claimant has not clearly stated a converted amount the Healesville CoRE Treasurer will convert the amount to be reimbursed on behalf of the claimant.

### 4 Related Documents

Finance02 – Authority of Expense  
Finance04 – Payment Processes



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## Expense Reimbursement Policy

### Appendix - Reimbursement Claim Form

<b>Healesville Community Renewable Energy Inc.</b> <b>Expense Reimbursement Form</b> Enter data into the blue cells.      Sign & Date the form Submit the form and original or scanned copies of receipts to the HCoRE Treasurer, email: <a href="mailto:treasurer@healesvillecore.org.au">treasurer@healesvillecore.org.au</a> , or to P.O. Box 146, Healesville 3777			
Expense Claim by:		Your Bank Account Name:	
Contact No.:		BSB:	
Email:		Account No.:	
Date of Expense	Expense Description	Reason for Expense	Amount \$
<b>Total Expense Claim:</b>			<b>\$0.00</b>
Comments, reason for expenditure (e.g. applicable )event:			
Signed:		Date:	
If unable to insert a digital signature or scan a signed copy insert your name in the space above			
<b>OFFICE USE ONLY</b>	Authorised for HCoRE by:		