

WORONI

The Australian National University Student Newspaper Since 1950

Expense & Reimbursement Policy

Part 1 Expense & Reimbursement Policy

- (I) It is the policy of the ANU Student Media ('Woroni') to reimburse its Editors and Members for expenses that are necessarily incurred in the operation of activities and business of Woroni.
- (II) Woroni expects all Editors and Members to act responsibly and professionally when incurring and submitting expenses. Woroni will reimburse applicants for *reasonable* expenses on pre-approved purchases made on behalf of Woroni.

Part 2 General Guidelines for Expenses

- (I) Woroni expects all Editors and Members to purchase any and all items through the Executive Committee because:
 - a. The Executive have bank cards and separate Internet banking capabilities; and
 - b. Centralized purchasing creates less paperwork for accounting and auditing;
- (II) For all expenses equal to, and under, \$200, all Editors and Members are to seek reimbursement from:
 - a. Any one member of the Executive; or
 - b. Approval by the Board of Editors.
- (III) For all expenses over \$200, and for contractual arrangements, all Editors and Members must seek pre-approval from:
 - a. Four Members of the Board of Editors, not counting the applicant seeking approval; and
 - b. Written notice, via e-mail, to the Board of Editors.
- (IV) In accordance with Part 1 (I) Woroni will still reimburse its Editors and Members for expenses incurred in violation of Part 2 (I), Part 2 (II) and Part 2 (III) provided that:
 - a. Four Members of the Board of Editors, not counting the applicant seeking approval; and
 - b. Written notice, via e-mail, to the Woroni Board of Editors.
- (V) All expenditure of SSAF funds must be documented in an Expense Form with receipts attached and made available to the Managing Editor within 3 days of the date of purchase.

Part 3 General Guidelines for Reimbursement

- (I) The Managing Editor is authorized to reimburse Editors and Members for any and all costs incurred pursuant to Part 2 of this Policy.
- (II) The Method for reimbursement is as follows:
 - a. Submit an original copy of the receipt of purchase; or some other proof of purchase; and
 - b. Fill in the Woroni-ANUSA-PARSA *Expense Form* ('The Form').