

WORONI

Australian National University Student Media

EXPENSE AND REIMBURSEMENT POLICY

1. Principle:

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

2. Other Policy Documents:

This policy should be read in conjunction with the Association's Fraud Management, Procurement and Purchases and Debit Cards policies

3. General Guidelines for Expenses:

1. Woroni encourages all Editors and Members to make purchases through the association Executive because:
 - a) The Executive have bank cards and internet banking capabilities; and
 - b) Centralised purchasing creates less paperwork for accounting and auditing
2. For all expenses equal to, and under, \$200, all Editors and Members are to seek approval from:
 - a) Any two members of the Executive
 - i. Where a member of the Executive is seeking approval for expenses, they may approve
 - b) The Board of Editors
3. For all expenses over \$200 and for contractual arrangements, where the total value of the contract will exceed \$200, all Editors and Members must seek pre-approval:
 - a) From, one more than half the members of the Board of Editors including the member seeking approval
 - b) By, written notice, via email, to the Board of Editors
4. All expenditure must be documented in an email to the relevant people, as per 2.2. and 2.3., with receipts and/or invoices attached, in a manner and form as prescribed by the Managing Editor
 - a) Subject to this, the Managing Editor must be included in all emails regarding association expenses

4. General Guidelines for Reimbursement:

1. The Managing Editor is authorised to reimburse Editors and Members for any and all costs incurred, subject to the approval procedures in 2.2. and 2.3.

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2. In accordance with 1.1. Woroni will still reimburse its Editors and Members for expenses incurred in violation of 2.2. and 2.3. provided that the relevant approval procedure, based on the monetary value of the expense, is followed before issuance of the reimbursement
 - a) Subject to this, an Editor, including a member of the Executive, cannot approve their own reimbursement
 - i. This clause does not act to limit the ability of an Editors or member of the Executive from approving expenses for which they seek approval under 2.2. and 2.3.
 - ii. This clause only acts with regards to reimbursements
3. In order to be reimbursed, the Editor or Member must submit to the Managing Editor:
 - a) A copy of the receipt or invoice, or some other proof of purchase (i.e. statutory declaration) and,
 - b) A completed Expense and Reimbursement form
4. The Managing Editor will reimburse the Editor or Member within 7 days of appropriate approval

5. Policy Details:

This policy replaced the previous Expenses and Reimbursements Policy on 06/10/2022