

Reimbursement policy – AGMC Inc- December 2019

The purpose of this policy is to state when AGMC Inc will reimburse a financial member for pre-approved expenses that have been incurred in the performance of their duties. Reimbursement requests need to be approved by the committee before the expense is made, otherwise, only subject to extenuating and special circumstances will the financial member be reimbursed without prior approval. Examples of reimbursement requests include but are not limited to, airline, bus, train, tram, Uber, Taxi, Ride share expenses, provided a receipt is produced or any other evidence of payment. The transport must be due to the purpose of performing an AGMC activity such as attending a workshop or delivering a presentation. Other examples of reimbursement may include food, accommodation and any other expense directly related to the purpose of the expense (AGMC Inc work). It is up to the committee to use Tax ruling amounts for reimbursement expenses or negotiate an amount for the expense. In the interests of our not for profit association, committee members are encouraged to look for the most reasonable way to provide the AGMC Inc work. Reimbursements are not to occur in the course of committee members attending regular meetings as this is a direct expectation of their role. Ordinary members can be reimbursed for an AGMC Inc expense, provided they have received approval before incurring the expense.

In the event that a reimbursement is attached to a specific grant (such as research, events and festivals) and has already been budgeted in the grant application, in this scenario, the reimbursement does not require AGMC Inc Committee endorsement/approval. However, if these items were not budgeted as part of the funding agreement, then it requires AGMC Inc Committee to approve it for transparency and accountability as per above.

In this context, extenuating and special circumstances are given their ordinary meaning.

This policy, as all others, is subject to yearly review and can be amended, updated and changed before being passed by voting by the management committee for that financial year.