

# FRIENDS *of* GEELONG BOTANIC GARDENS INC.

ABN: 21 699 253 561 INC NO. A13509G



## REIMBURSEMENT POLICY

### REIMBURSEMENT TO MEMBERS

**NOTE: REIMBURSEMENTS WILL ONLY BE PAID FOR PURCHASES WHICH HAVE BEEN AUTHORISED BY THE TREASURER PRIOR TO THE PURCHASE BEING MADE. Retrospective approval cannot be given.**

There is a procedure and specific form for members seeking reimbursement for purchases which have been made on behalf of the Friends of Geelong Botanic Gardens.

Reimbursement will only be made if you provide:

- A Tax Invoice which clearly shows the business ABN and business details and the details of the purchase. An official Business Receipt which shows all these details may be adequate. This needs to be attached to a Reimbursement Form (copies at the Office). *NOTE: An EFT slip is not adequate*
- Your bank details will be required for electronic payment to be made to you
- The same procedure applies when reimbursement is made from Petty Cash for a minor item.

**These are requirements by law and required by our auditors.**

Alternatively, you may request your reimbursement as FGBG gift voucher or merchandise in lieu of payment if preferred.

### CATERING REIMBURSEMENT

The out-of-pocket costs incurred by members when catering for Friends event, such as the cost of ingredients etc. may be reimbursed in one of two ways:

1. Follow the above procedure for reimbursement by providing approved receipts/dockets as proof of purchase.
2. If the catering is for a Friends event that the member will be attending, which requires an entry fee/purchased ticket, the Events Coordinator and/or Treasurer may approve reducing the entry fee. If the amount of catering is deemed to be significant, up to 50% of the entry fee may be reduced in lieu of providing itemised receipts.

## **REIMBURSEMENT FORM**

As well as supplying receipts you must ALSO complete a Reimbursement Request form available from the Friends office. This form must be attached to your receipts for auditing purposes.