

Swimming Wellington Policies - HR



Title: Employee Expenses

Number: 201

Approved – 19/10/2021
Review - annually

Purpose

To provide guidance to employees on what are legitimate, claimable expenses and the process for reimbursement.

Policy

This policy covers Swimming Wellington employees for expenses incurred during their normal responsibilities. It does not override other expenses policies such as those for a regional team manager which would apply if a staff member were fulfilling that role.

Where possible, if incurring expenses employees should use the Swimming Wellington credit card or charge to supplier accounts. If expenditure is paid directly from an employee's own pocket, the underlying principle is that fair and reasonable expenses will be reimbursed promptly by Swimming Wellington.

Minor expenses can be incurred by employees without prior permission. Major expenses cannot be incurred without prior permission from the Executive Officer.¹ Employees are to be guided by the following examples.

Examples of expenses that can be incurred without prior permission include -

- Coffees or a light lunch with Swimming Wellington stakeholders
- Private car usage on Swimming Wellington business
- Parking
- Taxis/Uber when necessary
- Entry fees
- Incidental phone usage for work purposes

Examples of expenses that require prior permission include –

- Travel and accommodation, including allowances for meals during travel
- Rental cars
- Professional development and training

If in doubt, employees should ask for guidance from the Executive Officer.

All expenses paid directly by an employee are to be claimed using the Swimming Wellington Expense Claim Form. Generally, claims should be submitted for a calendar month at the start of the next month but can be submitted earlier if reimbursement is required. Payment will be made within 5 working days.

The claim form must be accompanied by a GST receipt for each item, and needs to show enough detail to explain the expense, e.g. –

- Coffee with whom and reason

¹ Under this policy, where there are references to matters being approved or carried out by the Executive Officer, if the expenses are or are to be incurred by the Executive Officer, then the references to matters being approved or carried out by the Executive Officer are to be read as being approved or carried out by the Swimming Wellington Treasurer (or, in the Treasurer's absence, the Chair or Deputy Chair).

- Drove/Uber'ed to where to meet with whom and reason

The rate for usage of a private car on Swimming Wellington business is \$0.79/km as specified by IRD.

The submission and approval process is to be via email so GST receipts where available need to be scanned and attached. Completed forms are to be emailed to the Executive Officer who will review and approve if satisfied. The Executive Officer will forward the form with their approval to the responsible person to load into Xero for approval and payment.

Any issues with the wording or the operation of this policy are to be raised with the Executive Officer.