



**DAIRY WOMEN'S
NETWORK**

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Volunteer Regional Leader Reimbursement of Expenditure Policy

PURPOSE

- To enable efficient procedures to be set up to allow reimbursement of legitimate and reasonable expenses while conducting Dairy Women's Network (DWN) business activities.
- Set a minimum standard for private vehicles as stated in the ACC Safe Driving Policy.
- To allow a transparent trail for reimbursement for audit purposes.
- Ensure all Volunteer Regional Leaders have a clear and concise understanding of policies and procedures for travel and expenses reimbursement.
- Provide the appropriate level of accounting and business controls for the organisation to ensure that expenses are reviewed and approved by an appropriate person and operates within budget.

SCOPE

This policy and procedure apply to all Volunteer Regional Leaders within Dairy Women's Network.

DEFINITIONS

'Dairy Women's Network' also known as 'Network for Women in Dairying' as per Trust Deed.

Any questions related to the content of this policy, or its interpretation should be directed to your Hub Leader in the first instance.

PROCEDURE

DWN expects Volunteer Regional Leaders to act responsibly and professionally when incurring and submitting costs. The organisation will reimburse Volunteer Regional Leaders for expenses on a pre-approved and case by case basis.

TRAVEL GUIDELINES

DWN does not pay for local travel to and from events that you facilitate or attend within your region if Volunteer Regional Leaders use their vehicles for DWN business.

Private vehicles used for business use.

DWN will not be responsible for maintenance, traffic, or parking violations. Volunteer Regional Leaders are responsible for ensuring that any vehicle utilised to travel on behalf of DWN is properly registered, has a valid WOF and insurance, and is used for the conditions it is designed for. All costs in ensuring that vehicles meet minimum vehicle standards are the responsibility of the Volunteer Regional Leader.

Volunteer Regional Leaders driving private vehicles for business use have the following responsibilities.

- Hold a current driver license for the correct classes of vehicle and ensure that endorsements are valid
- Comply with the New Zealand Road Code and all traffic laws, rules, and regulations
- Comply with safe driving policies
- Wear seat belts always (front and rear seatbelts)
- Avoid aggressive road behaviour
- Driving under the influence of drink, drugs or medication is prohibited



- Do not hold or manipulate a phone to make or receive phone calls or texts when driving (unless the phone is completely voice activated)
- Not drive when fatigued, as judgement of risk is reduced, reactions are slower and ability to concentrate is reduced

Volunteer Regional Leaders can claim for travel expenses.

1. For events asked to attend outside of the regional leader's region
2. When asked to represent at an event on behalf of DWN management
3. When volunteering for something outside their role and travel has been approved to fulfil the role.

Travel Claim Guidelines

- Volunteer Regional Leaders can claim up to 200km for a return journey using their own vehicle and the official IRD mileage rate for an approved pre-approved travel claim. The onus is on the Volunteer Regional Leader to check the rate on the IRD site at the time of the claim. <http://www.ird.govt.nz/business-income-tax/expenses/mileage-rates/emp-deductions-allowances-mileage.html>
- If the return journey is longer than 200km, pre-approval must be obtained. Travel vouchers or rental cars will be approved on a case-by-case basis.
- If a car rental is approved, DWN Head Office will organise the booking. Volunteer Regional Leaders will be reimbursed for the fuel costs associated with renting a vehicle.
- When an overnight stay is required DWN Head Office will organise overnight accommodation. Where possible DWN applies a policy of shared Volunteer Regional Leader accommodation. If single accommodation is preferred, when shared accommodation is an option, the Volunteer Regional Leader will need to pay the difference between shared and single accommodation. Discounted room rates should be requested at the time of room booking.
- Any expenses incurred by Volunteer Regional Leaders for requested attendance outside of their region shall be submitted for approval by the Regional Leader Support Manager within 20 working days. Reimbursement to the claimant will take place within five (5) working days after the approval of the expense.
- Reasonable meal costs incurred while travelling to attend out of region events at the request of management shall not exceed the value of up to \$70.00 per day for all meals. NB: no alcohol will be covered.

GENERAL

- The replenishment of any resource box items, or DWN collateral can be ordered through Head Office using the Stationery Order Form. Volunteer Regional Leaders are to send in any orders as far in advance of an event as possible to allow for any ordering and/or delivery delays that may be encountered.
- Volunteer Regional Leaders will be provided with a uniform to be always worn when representing DWN. The uniform consists of a branded shirt (choice of two styles) and a name badge. An additional shirt or a branded jacket may be purchased at the expense of the Volunteer Regional Leader. It is the responsibility of the Volunteer Regional Leader to keep the uniform neat and clean and suitable for business use. Uniforms can be ordered through Head Office.


- Volunteer Regional Leaders can access funding for speakers. Applications for funding to be submitted on the 'Funding Request Form' available from your Regional Leader Support Manager.
- All costs need the prior approval from their Hub Leader.

SUPPORTING DOCUMENTATION

- All claims shall be submitted on a DWN Reimbursement of Expenditure Claim Form which shall include the date, time, and purpose. This can be found on the Regional Leader SharePoint files.
- All claims shall be accompanied by original receipts, invoices, or vouchers
- All receipt/invoice/voucher must comply with the definition of a 'tax invoice' and include:
 - Name and GST number of the supplier
 - Date the tax invoice was issued
 - Descriptions of goods and/or services supplied
 - Total amount payable for the supply
- Note that GST is included.
- All claims must be submitted to your **Regional Leader Support Manager** no later than 20 working days following completion of event.
- No payments of claims will be made until signed off by the Regional Leader Support Manager.
- Reimbursement shall be within five (5) working days, once approved.
- All expense claims and payment thereof are subject to subsequent audit.

Example Expense Claim Form

All expense claims must be applied for via a DWN Reimbursement of Expenditure Claim Form. Please ask your Hub Leader to send you a copy when submitting.

Reimbursement of Expenditure Claim Form								
								
Name:								
Bank Details:								
Date:			Managers Approval:					
Signed:			Approval Date:					
Date	Vehicle Costs <small>State total kms + \$ cost @ IRD rate per km*</small>	Vehicle Rental	Air Travel	Phone	Accommodation / Meals	Other (define)	Description <small>Purpose for incurred expense. E.g.: Payroll Workshop in Cambridge NB: Please note details of the attached</small>	Total Cost
							Total \$	-
<small>* https://www.ird.govt.nz/news-updates/km-rates-motor-vehicles.html</small>								
<small>NB: All expense claims will be paid the following Monday after signed approval has been given</small>								



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RESPONSIBILITY OF APPROVAL AUTHORITY

The person responsible for approving expense claims shall determine whether the expenses being claimed are valid and eligible; have been incurred in compliance with the appropriate budget; have been adequately documented with supporting receipts etc. and that sufficient funds are available to cover expenditure.

The person responsible for approving Volunteer Regional Leader claims is the **Regional Leader Support Manager**. The CEO has final sign off approval of all expenses and reimbursements for DWN.

APPROVAL

This Volunteer Regional Leader Reimbursement Policy was approved by the CEO of the Dairy Women's Network in September 2022.

REVIEW DATE:	June 2023
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