



STAFF REIMBURSEMENTS PROCEDURE

RATIONALE

All staff are entitled to reimbursement of costs incurred in the course of their employment.

GUIDELINES:

1. All reimbursements specified in *Employment Contracts* will be met as of right.
2. Claims for other work related expenses will be considered on an individual basis.

PROCEDURES:

1. All claims must be submitted on the school's expense claim form, which can be obtained from the school office.
2. Claims may be submitted as they arise.
3. Tax invoices or receipts are required as proof of expenditure, where they are available. These must be furnished for reimbursement to the school office within one month of the expenditure.
4. The Principal is responsible for approving claims for employment related expenses made by staff.
5. The Chairperson and/or Board of Trustees can approve expenses submitted by the Principal.
6. Larger claims for costs other than those specified in *Employment Contracts* must be approved in advance by the Principal and/or Board of Trustees.
7. Expenses incurred without the prior approval of one of the above persons, as appropriate, may be declined.
8. Travel will be reimbursed in accordance with current AA/NZEI/IRD (for Private Contractors) or State Services rates, as negotiated.
9. Payment of reimbursements will be paid by direct credit.

REIMBURSEMENT OF EXPENSES

Minor School Related Purchases.

If a staff member personally purchases something to be used at school, then entitlement to be reimbursed for this purchase is made if the item has been approved by a Senior Manager/Principal in the first instance.

A receipt/invoice should be given to the OM as proof of purchase. All amounts will be repaid by Direct Credit.

All such purchases become the property of the school and are not to be taken away for personal use.

The balance of the class budget account should be checked prior to making any purchases to ensure being within budget allocation.

School Related Travel

Reimbursement for travel related to work is at the discretion of the Principal. Before any reimbursement is considered the following points will be taken into account.

- Reimbursement will only be provided for courses that staff are sent on as part of our school professional development and learning programme.
- Permission to use your own vehicle must be sought.
- It is expected that staff that have a local course paid for by the school, and release provided, will travel to that course at their own expense.
- All travel claims must be accompanied with accurate GST receipts including record of kilometres travelled.

Review Responsibility: *Principal, Office Manager & BOT Treasurer*

Date Confirmed: 12 May 2021

Principal: *Karla Mitchell*