

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.

1. 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.

1. Claims may be submitted as they arise.
2. 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 (1) month of the expenditure.

1. The Principal is responsible for approving claims for employment related expenses

made by staff.

1. The Chairperson and/or Board of Trustees can approve expenses

submitted by the Principal.

1. Larger claims for costs other than those specified in Employment

Contracts must be approved in advance by the Principal and/or Board of Trustees.

1. Expenses incurred without the prior approval of one of the above persons, as appropriate, may be declined.
2. Travel will be reimbursed in accordance with current AA/NZEI/IRD (for Private

Contractors) or State Services rates, as negotiated.

9. Payment of reimbursements may be paid by cheque/direct credit or in cases of small amounts, paid through petty cash.

**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. Small amounts can be repaid from Petty Cash, but larger 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 Stationery 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 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: 27 November 2017**

**Principal: ………………………………………………………………..**