



## ROWVILLE PRIMARY SCHOOL REIMBURSEMENT POLICY

### PURPOSE

The purpose of the Reimbursement Policy is to meet minor payments incurred on behalf of the school. The limit on any one payment is \$200.00 within the accepted guidelines.

The aim is to reimburse program leaders, other authorised personnel and Friends of Rowville Primary School members via direct deposit for small expenses incurred on behalf of the school. To minimise risk, cash reimbursements are not provided.

### IMPLEMENTATION

A Reimbursement of Expenses Claim Form is to be used to list the details for each individual claim and must be signed by the claimant, the appropriate co-ordinator and Principal. Receipts/tax invoices relating to the claim must be securely attached. A Credit card receipts is not acceptable, it must be the store receipt with shows details of the store, ABN no. and amount of GST payable on the receipt.

The claimant will be set up as a creditor in Cases21 and payment of the approved reimbursement amount will be made by direct deposit into the claimant's bank account via Commbiz. Under no circumstances will the reimbursement be made by cash payment.

At the time of payment, the Reimbursement of Expenses Claim form, all receipts, and supporting documentation must be marked 'paid' and attached to the Cases21 Payment Voucher.

### EVALUATION

This policy will be reviewed as part of the school's three-year review

This Policy was ratified by School Council on 26<sup>th</sup>  
October 2016 and is due to be reviewed October 2017