ADMINISTRATIVE PROCEDURES

Chapter 6. Claiming Reimbursement

6.1 Introduction
This procedure outlines how ATDP Members and others whose activities are funded by DVA, may claim reimbursement of personal outlays to achieve official ATDP outcomes.

6.2 DVA Policy
The policy and procedures governing the financial support of ATDP personnel is legislated in the Public Governance, Performance and Accountability (PGPA) Act 2013. DVA is empowered to reimburse expenditure by ATDP personnel when they are doing business on behalf of DVA.

6.3 ATDP Policy
The annual allocation of ATDP funds must be managed closely.

For expenditure using personal outlay expected to be reimbursed, the DVA Delegate has therefore made the following stipulations:

- Any ATDP member who intends to use their own funds for large amounts/items of expenditure must seek the ATDP Secretariat’s approval before making the transaction. In other words, pre-planning of reimbursable expenditure is the norm.

- Any ATDP member who, when on official ATDP business, finds they are required to use their own funds for expenditure within the parameters of the reimbursement policy can claim reimbursement of that expenditure.

- In circumstances when the transaction is unavoidably time-critical, expenditure may be incurred. In such circumstances, the ATDP Secretariat and the appropriate Regional Manager or the CFMG Chair are to be informed by phone/mobile at the earliest possible time, followed up with an emailed explanation of the reason for the expenditure.

- Expenditure for which reimbursement may be requested in the preceding circumstances may include but not be necessarily limited to the following items:
  - Operating Expenses:
    - Home office consumables expended on ATDP business.
    - The cost of telephone, mobile and internet services (apportioned, where appropriate, to the level of outlay on ATDP business.
    - Printing and postage;
    - Purchase of non-ATDP funded ICT items and training requisites (such as USB, chargers etc);
  - Meeting Expenses:
ADMINISTRATIVE PROCEDURES

- Refreshments: tea, coffee, milk, biscuits (NB. This does not include individually purchased such as cappacino, latte, flat white, iced coffee, etc)
- Catering: lunches from bakeries or local cafes where the proprietor will not invoice.

- Personal Loss. Non-insurable loss incurred while engaged in an approved ATDP activity;

6.4 Processing Claim for Reimbursement
A claim for reimbursement is to be lodged on the form at Attachment 1.

6.4.1 Proof of Expenditure
Irrespective of the amount claimed and whether or not the expenditure required prior approval, each claim for reimbursement must be supported by a detailed invoice where appropriate and/or receipt(s). Do not send in the claim form without the receipt(s).

6.4.2 Authorisation
Member’s claims for reimbursement must be signed by a Regional Manager. Regional Manager's claims for reimbursement must be signed by the CFMG Chair.

6.4.3 Payment
Once the claim has been processed, reimbursement will be paid directly into the claimant’s bank account and a remittance advice will be sent by email.
Claim for Reimbursement of Personal Expenses

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**Total Claimed**

Note: Each Expense MUST be supported by a receipt. Every receipt MUST be attached to this Claim Form.

Name of Claimant:  
ATDP Role:  
Signature of Claimant:  
Date:  

Amount Claimed: _________  
Receipts Attached: Yes/No

Regional Manager or CFMG Chair Approval:

Print Name:  
ATDP Role:  
Signature of Claimant:  
Date: