

1. Expense Claim Policy

2. Values Statement

RedR Australia ("RedR") is guided by its values of accountability, integrity, empathy, and collaboration. RedR acknowledges that at times RedR personnel will need to utilise their own money to procure goods or services for the organisation, and these guidelines ensure our values are applied throughout the process.

3. Purpose

The purpose of this policy is to provide guidelines to RedR personnel on the eligibility and process for expense claims.

4. Scope

This policy applies to:

- All employees, volunteers, contractors, and interns/work placements of RedR
- Associate trainers.
- RedR deployees.
- Standby personnel/applicants.
- Board members.

5. Policy Statement and Principles

RedR will reimburse its staff (including volunteers) expenses incurred by them on behalf of the organisation or in the course of delivering organisational needs so long as such expenses are:

1. for the benefit of the organisation;
2. modest, appropriate and reasonable;
3. based on value for money; and
4. supported by the appropriate approvals and supporting documentation.

Personnel may be reimbursed for hospitality expenses if pre-approved and in line with the RedR Gifts and Benefits Policy.

Reimbursement of reasonable but unauthorised expenses may be made on an ex gratia basis at the joint discretion of the People and Capability Manager and the CEO in exceptional circumstances only.

Staff incurring authorised expenditure must, wherever possible, receive, retain and produce receipts, invoices, vouchers, tickets, or other evidence of such expenditure.

As a guideline, RedR will reimburse all personnel for travel expenses in alignment with the RedR Travel Policy and under the following conditions for approved events or organisational activities:

- Public transport at actual cost.
- Economy class air travel or economy sleeper rail travel when circumstances prevent booking through the RedR Travel Policy Provider.
- Travel to and from the airport or railway station, where the cheapest combination of taxi, private car or rental car shall be used.

- If using a private car, personnel will be reimbursed at the ATO rate for a motor vehicle
- Costs of meals in transit will be reimbursed

Prohibited reimbursements

RedR will not reimburse personnel for:

- unauthorised expenses;
- expenses claimed by an employee as a tax deduction;
- expenses normally recoverable from a third party;
- claims for purchases that are required to be made under a RedR purchase order;
- expenses that are not incurred for business purposes;
- late payment interest on credit cards; and
- parking, traffic, or other fines and penalties.

Board Members

Board members are voluntary, honorary officers who freely serve on the Board of Governance of RedR. Board members use leave, flexi-time or make other suitable arrangements to attend to RedR business, and no reimbursement for salary foregone is provided by RedR.

It is the policy of RedR Australia that where the costs associated with undertaking the duties and responsibilities of a board member are not fully met by one of the founding bodies then reasonable costs will be met by RedR Australia. A fair and common sense approach should be adopted by all parties so that honorary officers do not benefit at the expense of RedR.

As a guideline, RedR will reimburse board members for the following activities:

- Alcohol on formal occasions.
- Entertainment and gift expenses with approval from the Board Chair and in alignment with the RedR Gifts and Benefits Policy.
- Child care expenses during attendance at Board Meetings and to attend formal occasions with prior approval from the Board Chair.
 - Child care claims must be accompanied by a receipt from a licensed child care provider and costs are not eligible if paid to a member of the immediate family.
 - Only includes the hours the honorary officer is en-route to and from and in attendance at the RedR event.
 - At a reasonable rate considering the local market rate (per family per hour).
 - Any entitlement to the Child Care Rebate is to be off set against the hourly rate charged by the child care provider.
- Invitations to meetings where budgetary implications will apply to the honorary officer with approval from the Board Chair.

RedR will NOT reimburse Board members for the following expenses:

- Accommodation when a flight or travel is available on the same day as that the RedR business commences or concludes.
- Expenses for partners accompanying honorary officers except for formal events without prior approval from the Board Chair.
- Alcohol at non formal occasions.

6. Procedures

Payment procedure- RedR Hub

Approval of expenses must be made in accordance with the Delegations of Authority as outlined in the Procurement Policy. Delegates are responsible for determining if the expenses being claimed are reasonable given the circumstances, and for ensuring they are charged against the appropriate account.

Staff incurring authorised expenditure must submit requests for reimbursement to the delegate using the RedR Hub Expense Claim Form, describing the nature and purpose of the

expenses. This form must be accompanied by all relevant original receipts, invoices, vouchers, tickets, or other evidence of such expenditure when seeking reimbursement. Where such evidence is for any reason lacking, statutory declarations must be provided.

Claims that have not been properly prepared, authorised, or supported by adequate documentation will be returned to the claimant and the reasons will be given for not processing the claim.

Payment procedure- Salesforce (Associate Trainers)

Approval of expenses for the Associate Trainers must be made in accordance with the Delegations of Authority as outlined in the Procurement Policy. Delegates are responsible for determining if the expenses being claimed are reasonable given the circumstances, and for ensuring they are charged against the appropriate account.

Staff incurring authorised expenditure must submit requests for reimbursement to the delegate using the RedR Sales Force portal within 14 days of the completion of a training course, describing the nature and purpose of the expenses. This form must be accompanied by all relevant original receipts, invoices, vouchers, tickets, or other evidence of such expenditure when seeking reimbursement. Where such evidence is for any reason lacking, statutory declarations must be provided.

Claims that have not been properly prepared, authorised, or supported by adequate documentation will be returned to the claimant and the reasons will be given for not processing the claim.

Payment procedure- Board Members

Claims for reimbursement of board members are to be submitted using claim form 241.A provided within 14 days of attending board meetings or attendance at representative functions. When making claims original receipts, tax invoices and documentation to support a claim must be provided.

Claims for reimbursement are to be submitted to the CEO. Where in the opinion of the CEO a question arises, the matter will, in the first instance be brought to the attention of the Chair who will in turn discuss the matter with the honorary officer making the claim. Should the question remain, the matter is to be referred to an in camera session of the board for a decision.

7. Roles and Responsibilities

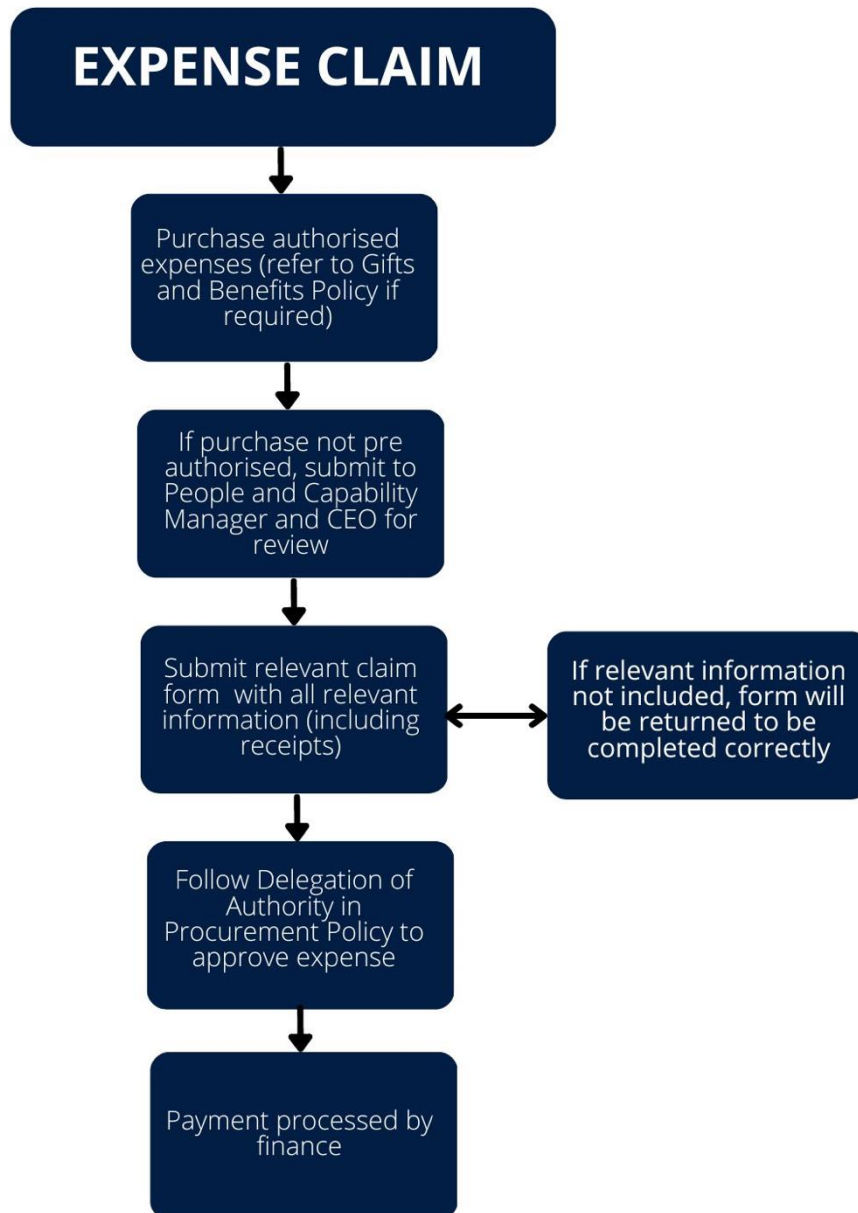
The RedR People and Capability Manager is responsible for ensuring the policy:

- Aligns with relevant legislation, government policy and /ACFID and RedR requirements/strategies/values.
- Is implemented and monitored.
- Is reviewed to evaluate its continuing effectiveness.

The CEO and Board Chair are responsible for ensuring the policy:

- Is implemented and monitored.

8. Flow Chart



9. Definitions

ATO	Australian Tax Office
Common Sense	Fair and workable in the particular fact situation
Delegation of Authority	The process of transferring responsibility for a task to another employee.
Ex Gratia	A voluntary payment that is not a part of an organization's legal liability.
Formal Occasion	An event where you are representing and/or engaging in RedR activities.

10. Related Policies and Documents

RedR Code of Conduct
RedR Gifts and Benefits Policy
RedR Procurement Policy
RedR Travel Policy

11. Document Control

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