



**WOMEN OF COLOUR AUSTRALIA**  
Championing Australia's Women of Colour

## Expenses Reimbursement Policy

### Introduction

Consequent to their role, volunteers may on occasion be required to pay expenses consequent out of their own pockets. Under certain circumstances, as outlined in this policy, these expenses may be reimbursed by the organisation.

### Purpose

The purpose of this policy is to spell out under what circumstances reimbursement of expenses may occur on behalf of WoCA, and the process for being reimbursed. This policy relates to volunteers acting on authorised WoCA business.

### Policy

WoCA will reimburse its volunteers' expenses incurred by them on behalf of WoCA or while participating in the organisation's business, so long as such expenses are reasonable and pre-authorised.

Reimbursement of unauthorised but reasonable expenses may be made on an *ex gratia* basis at the discretion of the Managing Director (in exceptional circumstances only).

Volunteers incurring authorised expenditure must retain and produce receipts, invoices, vouchers, tickets or other evidence of such expenditure.