

DOCUMENT MANAGEMENT

Version	Date	Submitted By	Position
1.0	12 June 2014	Lesley Lewis	Chair, Governance Subcommittee
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REVISION HISTORY

Version	Date	Additions/Amendments	Author	Reviewed By

■ PURPOSE

There are occasions when ACIPC members, representatives and employees will incur costs associated with undertaking business or activities on behalf of ACIPC which may require reimbursement.

To specify the procedures that must be followed when claiming remuneration or reimbursement of expenses incurred when acting on behalf of ACIPC in positions or roles that are reimbursed.

■ BACKGROUND

ACIPC has been established as a company that functions using a combination of remunerated positions (contractors, and some designated committee positions) as well as a voluntary service capacity.

■ SCOPE

- .1 This policy applies to, and is binding on, all members and people employed by or representing the college in any capacity; including volunteers, employees, contractors and consultants (hereafter called 'members and staff') who are employed by, or undertake activities on behalf of the College.
- .2 The exceptions are: Nil

■ OBJECTIVES

Payment for the time incurred undertaking identified remunerated positions will be processed in a clear and transparent manner with appropriate documentation.

Reimbursement of expenses to members and staff for costs incurred while undertaking business activities on behalf of ACIPC will be processed in a clear and transparent manner with appropriate documentation.

■ DEFINITIONS

Contractors: Any person contracted by the College as defined by their signed contract.

College; or the College:	Australasian College for Infection Prevention and Control (ACIPC)
Committee Members:	Any person appointed to a duly formed and established committee of the College – membership of which is ratified by the EC.
Directors:	Members of the Executive Council - “The Council” appointed as directors within the definition in the Corporations Act.
EC:	Executive Council.
Nominal Hourly Rate:	The hourly rate for payment of remunerated positions. this rate is reviewed and set annually by the EC.
Remunerated Positions:	The designated remunerated positions are identified in the constitution and operational guidelines and include President, Past President, President Elect, Executive Council members, Chairs of the committees, Healthcare Infection Editor, Operations Manager and Secretariat.
Volunteer:	Any member of the College who acts in a voluntary capacity – i.e. not Director or contractor as defined above. Appointment of a volunteers must be ratified by the EC.

▪ **LEGAL AND POLICY FRAMEWORK**

Not applicable

▪ **POLICY STATEMENT**

7.1 Remuneration

The college will make payment for designated remunerated positions.

7.1.1 Volunteer positions: Volunteer positions are not remunerated.

7.1.2 Remunerated positions: some positions are remunerated. The EC will review and set the stipend; and nominal hourly rates on an annual basis.

7.1.2.1 Stipend: Councilors/Directors will be paid a stipend at the nominal rate. Payments are made in January and July.

7.1.2.2 Contracted positions: Contractors will be paid the contracted rate. Claims for non stipendiary payments are to be made by submitting an invoice to the secretariat. Invoices must identify the individuals ABN and have detail listing the number of hours claimed and the purpose of the work being claimed.

7.1.3 Representatives on external committees: Members and staff represent the College on a range of internal and external committees and projects. The terms of appointment to the committee will identify the rate of remuneration (if applicable); and identify any claimable expenses (e.g. travel, meals and accommodation). All expenses must be authorized by the EC prior to the expense being incurred.

7.1.3.1 Special consideration: Occasionally there may be associated activities, meetings or forums indirectly related to the committee appointment. These fall outside the terms of appointment and expenses are not generally covered. A request for support (registration fees, travel and accommodation) outlining the reason for the request and relevance to the committee appointment may be made to the EC. Requests will be considered and the EC may at its discretion decide to fully fund, partially fund or decline the request. Consideration will be given to



relevance to the committee appointment, advantages to the college of having a representative at the event, if the person will be attending as a representative of (and speaking for) the college. The EC will advise if the request has been granted or declined.

7.2 Claimable Expenses

There are occasions when College members and staff will incur costs associated with undertaking business activities on behalf of the college.

The college will reimburse members and staff any reasonable pre authorized expenses (defined using the current version of Taxation Determination Income tax: what are the reasonable travel and overtime meal allowance expense amounts) incurred by them on behalf of the College in the course of college business.

7.2.1 Exclusions: ACIPC will not pay for expenses related to:

- Claims for expenses which have not been authorized by the EC.
- Expenses that are claimed as a personal tax deduction.
- Expenses normally recoverable from a third party.
- Expenses that are not incurred for business purposes.
- Late payment interest on personal credit cards.
- Parking, traffic, or other fines and penalties.
- Travel related expenses: additional costs incurred by taking indirect routes or making stopovers for personal reasons.
- Personal expenses charged to a hotel account.

7.2.2. Travel Expenses. (refer to the ACIPC travel policy)

The College will contract a nominated travel agent in order to take advantage of discounts for multiple bookings and preferential fares. The contact details for the current nominated travel agent will be posted on the College website. All bookings are to be made using the ACIPC nominated travel agent unless prior agreement has been granted to use an alternative arrangement. The member or employee/contractor is responsible for cancelling reservations to ensure that “no show” charges are not incurred.

7.2.2.1 Reimbursement will be made for:

- The most direct and economical mode of travel.
- The use of a personal vehicle (calculated using an all-inclusive allowance the rate quoted in the current version of the Australian government Public Service Commission, Enterprise agreement.

7.2.3 Accommodation. Reimbursement will be made for:

- Moderate accommodation expenses, considering all of the circumstances.
- When accommodation is provided by an employee’s friend or relative to whom the employee gives money or a gift as compensation or as a sign of appreciation, the employee may claim an overnight accommodation expense based on the current version of Taxation Determination Income



tax: what are the reasonable travel and overtime meal allowance expense amounts.

- Expenses related to Pay TV, laundry; ironing and mini-bar will not be reimbursed.

7.2.4 Personal Meals.

- Reasonable and appropriate meal expenses incurred while on College business. Tax regulations for deductibility should be observed.

7.2.5 Hospitality.

When the staff member is offering hospitality on behalf of ACIPC,

- Hospitality expenses incurred in the course of ACIPC business, as appropriate. Members and employees/contractors are to use standard hotel accommodation rooms which are reasonably convenient to the location where business is to be transacted and are of reasonable price.
- Suites or luxury accommodation are not permitted without prior approval by the EC.
- Appropriate hospitality charges include events hosted or sponsored for the purpose of promoting ACIPC's work or enhancing its image, and include meals that are related to the transaction of ACIPC business.
- When ACIPC members and staff dine together while on ACIPC business, it is appropriate for the senior person (if any) to arrange payment and submit the claim for reimbursement.

7.2.6 Unauthorized expenses:

Reimbursement of retrospective reasonable but unauthorized expenses will be considered on a case by case basis and reimbursement may be made on an ex gratia basis as approved by Executive Management Team on the recommendation of Secretariat or Operations Manager.

7.2.7 Advance payments may be authorized where appropriate. Such payments will be subtracted from the amount of any later reimbursements. If expenditure is not for whatever reason incurred then any advance payments made, or any unspent portion of such payments, must be returned.

7.2.8 Delegation: Designated members and staff may be authorized to approve expenses to the amount specified in their individual job statement, and for expenditure above this level must seek specific authorization from the EC.

7.3 Making a claim for reimbursement:

Members and staff claiming reimbursement for authorized expenditure must submit requests for reimbursement to ACIPC using the expense claim form, describing the nature and purpose of the expenses. The completed form must be signed by the applicant.

7.3.1 Supporting documentation: Except where daily payment payments have been authorized, staff incurring authorized expenditure must present all relevant



original receipts, invoices, vouchers, tickets, or other evidence of such expenditure when seeking reimbursement. Where such evidence is for any reason not available statutory declarations may be sought.

- 7.3.2 Approval and FBT: The designated person is responsible for determining if the expenses being claimed are reasonable given the circumstances, and for ensuring they are charged against the appropriate account, and that any requirements under the Fringe Benefits Tax legislation have been met.
- 7.3.3 Incomplete claims: Claims that have not been properly prepared, authorized, or supported by adequate documentation will be returned to the claimant and the reasons will be given for not processing the claim.

7 RELEVANT DOCUMENTS AND REFERENCES

Australian Government, Australian Taxation office Taxation Determination TD 2012/17
<http://law.ato.gov.au/atolaw/view.htm?docid=%22TXD%2FTD201217%2FNAT%2FATO%2F00001%22> accessed on 29 October 2013.

Australian Government, Public Service Commission, Enterprise agreement 2011-2014.
<http://www.apsc.gov.au/about-the-apsc/the-commission/enterprise-agreement> accessed on 29 October 2013.

Policy bank: http://www.ourcommunity.com.au/boards/boards_article.jsp?articleId=1453#6 .
accessed: 16 March 2012