



Expenses Reimbursement Policy

Overview

From time to time members are required to travel or incur other costs on behalf of the Society.

It is recognised that many volunteers are not able to pass these costs to employers and they should be able to recover reasonable costs from the Society. Whilst the Society greatly appreciates the efforts and contributions our volunteers make, due to our small budget, all efforts to reduce or eliminate costs to the Society are appreciated.

The purpose of this policy is to establish clear, consistent, standards for the benefit of all members, those incurring the costs, and the remainder to whom Council is accountable for costs incurred.

Domestic Travel

Although video-conference and technologies are well utilised by the Society, from time to time it is appropriate for Society business to be conducted face-to-face.

The Society will reimburse authorised travel costs for travel incurred due to work on behalf of the Society, including flights, ground transport and parking. It is expected that members will make reasonable efforts to manage these costs by:

- Booking fares promptly, while discount fares are more likely to be available
- Being flexible where possible around airline and flight times
- Managing travel costs to and from the airport, for example by driving and parking or sharing rides where practical
- Where possible travel combining trips with travel already required by a member's employer

Meals, snacks and other refreshments

Reimbursement for meals may be sought where the cost of a meal is part of the business being conducted on behalf of the Society, for example:

- attendance at a formal dinner as an NZSA representative
- entertaining the Society's stakeholders, or
- providing refreshments at a Society event or meeting.

As a general rule, other costs of food, such as an individual's meals while travelling, will not be reimbursed (on the grounds that the member would have needed to eat regardless, and the cost of this could vary significantly).

Accommodation

Accommodation costs will generally only be refunded for Presidential and Vice-Presidential business requiring evening or consecutive day events in other than their home city. Similar considerations to keep costs reasonable as those set out for travel should be applied.



International Travel, including Accommodation and Event expenses

NZSA is entitled to send delegates to IAA Council and Committee events, and the President may be offered complimentary registration at overseas conferences and events.

When International Travel on behalf of the Society is envisaged, it should be included in the annual budget which is submitted to the AGM.

International Travel outside of that approved in the budget requires the approval of Council, and may only be approved taking into account the Society's budget and other finances, and the value to the Society of the knowledge gained and relationships enhanced.

Due to the cost of International Travel, it may be appropriate for NZSA to make a grant towards costs rather than reimburse all costs incurred.

Other Expenses

Members may seek reimbursement for other costs they have incurred on behalf of the Society which are included within the budgets of the relevant committees or activities, such as payments for Society events without further pre-approval or authorisation by Council.

Costs in excess of the Committee's budget should be discussed with the Treasurer and pre-approved prior to being incurred.

Other expenses, which have not been budgeted for, such as thank you gifts and awards, or costs for Committees which do not have budgets, should be pre-approved if they are over \$20 in total.

Authorisation, pre-approval and approval

Expenses can fall into three different types, with corresponding processes for approval and reimbursement, as set out in the table in the Appendix.

In brief, if an expense has been **authorised by Council**, or is part of an **approved budget**, a claim may be submitted directly to the Secretariat, with a copy to the person responsible for the budget (eg Committee Convenor), if that is not the person submitting the claim.

Where an expense has not been authorised by Council, it should be **pre-approved** by two members of Council, including at least one of the Treasurer and the President, prior to being incurred, and include proof of the pre-approval with the reimbursement request.

Process for reimbursements

Claims for reimbursement of expenses should be made as soon as possible after the expenses are incurred. Expense claim forms (see Appendix 2) can be obtained from the Secretariat and then forwarded **with receipts** (complete with GST number) to the Secretariat at society@actuaries.org.nz.

All expenses are subject to final review by the Treasurer (or the President) prior to payment as part of NZSA's financial controls. The Society may limit the amount reimbursed where the costs claimed are outside these guidelines, such as taking more expensive flights than were available. A member may



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choose to submit a reduced claim where they have chosen to go outside these guidelines, such as electing more expensive flights by personal preference.

Please note: The Secretariat's current process is for reimbursements to be paid on the 20th of the month. Expense claims must be with the Secretariat no later than the 10th to be paid on the 20th of the same month.

This policy was approved by Council on 20 March 2024.

Scott Lewis

President

Greg Bird

Secretary



Appendix I

Type of authority	Examples	Description	Reimbursement process
Authorised by Council (Expenses incurred which have been discussed and approved at Council and that approval is noted in Council minutes)	Travel to Council and Convenors meeting Travel for stakeholder meetings Travel and accommodation when hosting the Australian President outside home town	From time to time Council will authorise expenses and other costs such as awards, and this will be recorded in Council minutes.	The claim should clearly identify the nature of the expense.
Pre-approved	One-off expenses and last minute items Items outside a Committee's budget or which have not been authorised at a Council meeting	Travel and other expenses which have not been authorised by Council should be pre-approved by at least two council members, including at least one of the President and the Treasurer, prior to being incurred. A member of Council may be one of the pre-approvers of their own expenses, at the discretion of the President or Treasurer (whichever is the other approver).	Evidence of pre-approval should be included in the reimbursement request (eg included as an email trail).
Approved	Items within an approved budget eg. Events, Future Pathways	Expenses which are within a Committee's budget have effectively already been authorised by Council.	If submitted by anyone other than the Convenor, claims must be approved by the Convenor (or Council portfolio lead) before or at the same time as being submitted for reimbursement (eg by cc-ing the Convenor).



Appendix 2

NZSA Expense Claim Form

Name:

Date submitted:

Authorised by:

Bank account for reimbursement:

Date	Description of Expense	Receipt Attached	Amount
		Total amount	

Please note: Reimbursements are paid on the 20th of the month. Expense claims along with receipts must be with the Secretariat no later than the 10th to be paid the same month.