

Burwood Council

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OUT OF POCKET EXPENSES POLICY

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Purpose

To ensure the accountability and transparency of “out of pocket” expenses incurred by the Burwood Council Executive.

Definitions

Out-of-pocket expenses – are expenses incurred that are related to entertainment, other forms of hospitality, including gifts associated with performing official duties.

Burwood Council Executive – for the purposes of this policy the Executive comprises the General Manager, Deputy General Managers, the Executive Manager and the Executive Manager Organisation Development.

Scope

The Policy specifically applies to the Burwood Council Executive. All other staff should be made aware of this policy.

Out-of-pocket Expenses

Who can incur out of pocket expenses?

Out of pocket expenses can only be incurred by the Burwood Council Executive or other staff if detailed in a Burwood Council Policy or Corporate Practice.

What is NOT an out of pocket expense?

An out of pocket expense is determined by the nature of the expenditure not how the goods are purchased. For example items purchased via Corporate Credit Card or private funds that require reimbursement through petty cash that relate to normal Council Business are not of out of pocket expenses. Common examples include train fares to meetings, accommodation for approved conferences and purchase of publications that relate to official duties.

What is acceptable?

For out-of-pocket expenses to be acceptable as a charge against official funds, the following apply:

- The event to which the charge is related must have a direct business relationship with the Council Officer's duties.
- Working meals are not to be regular occurrences and would normally have relatively low charges per head and involve participation of persons from outside the organisation or, very rarely with senior officers from across the organisation.
- The expenditure incurred should not provide a predominantly personal benefit to the Council Officer, members of their family or friends eg. staff Christmas, and conferences and/or other social functions for staff.
- Wreaths, flowers or the equivalent may be purchased for the purpose of a floral tribute to families, a special occasion eg. birth of a child or as an appreciation for long service to Council.

- Tips are not permissible.
- Expenditure on minor gifts is not acceptable unless such gifts are in conformity with a particular Council's role and functions and would be considered acceptable in accordance with community expectations.
- Provision of certain facilities for work purposes at home which would, under normal circumstances, be provided by the Council Officer for personal use, may not be claimed as a legitimate expense eg payment for a TV antenna which may be installed to enable officers to receive transmissions to be aware of matters raised by the media, as part of their normal duties.

The abovementioned requirements **do not** apply to expenditures to which legislative or contractual arrangements otherwise apply.

Responsibility & Accountability

The Council Officer is responsible for providing original receipts for all out of pocket expenses and completing the "*Claim for Reimbursement of Out of Pocket Expenses Form*" (refer Appendix 1).

All out of pocket expenses claims require dual approval as follows:

- General Manager – the Mayor and either a Deputy General Manager or Executive Manager as co-signatories
- Deputy General Manager or Executive Manager – the General Manager and the Executive Manager as co-signatories
- Executive Manager – the General Manager and a Deputy General Manager
- Executive Manager Organisation Development – the General Manager and a Deputy General Manager

In the majority of circumstances it is expected that the Council Officer will seek prior approval for the expenditure.

Purchases which have been paid for by a Corporate Credit Card must still be accounted for under this Policy and the claim form completed and included as part of the credit card reconciliation process.

Related Information/Glossary

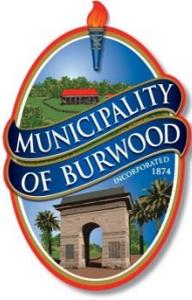
- Credit Card Corporate Practice
- NSW Department of Premier and Cabinet – Ministerial Memoranda 2008-24 Out of Pocket Expenses and Christmas Season Parties Policy

Review

Policy to be reviewed every four years.

Contact

Governance Co-ordinator on 9911 9910



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CLAIM FOR REIMBURSEMENT/PRE-APPROVAL OF OUT OF POCKET EXPENSES

Tick which is appropriate

Reimbursement Claim

Pre-approval Claim

I hereby submit my claim in accordance with the provisions of Burwood Council's Out of Pocket Expenses Policy.

Name.....

Claim for reimbursement of Out of Pocket Expenses:

Date	Nature of Business	Nature of Claim	Amount Claimed

Total amount:.....\$_____

Please note: Receipts must be attached to this claim form in order for reimbursement to be processed.

I certify that the above expenses have been reasonably incurred in the performance of my role as a Council Officer of Burwood Council and are due and payable to me in accordance with Council's Policy.

Signature: Date: / /

Approved by Co-signatories:

..... Date:
 Signature

..... Date:
 Signature

.....
 Name

.....
 Name