



DOCUMENT NUMBER	RE001
TYPE	Procedure
SUBJECT	Reimbursement Procedure
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Excerpt from email to all Diocesan staff and mission workers under MOU and the instruction guide in the Reimbursement Form:

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There are occasions when Diocesan staff, Clergy or Partners may need to incur expense for the Diocese, which may be reclaimed. No expenditure should be undertaken without the permission of the Bishop, Registrar or as arranged through a Memorandum of Understanding.

Claims are to be emailed to the Registrar . (registrar@ntanglican.org.au) and any other person responsible for authorising those claims along with confirmatory receipts. Receipts are required to confirm transactions as well as enabling the Diocese to claim GST. Please provide as much information as possible to enable proper accounting.

In most cases, reimbursements will be paid within two weeks of claim submission. Please advise Registrar if funds are required urgently, or if payment is not forthcoming within two weeks.

It is recommended that the workbook to kept and tailored to suit each person, ensuring that details (especially bank account details) be completed on each page. It is also recommended that each claim form after completion, be submitted as a pdf (go to save as on file menu and select file format - PDF - sheet). It is also recommended that each page be renamed as date of claim (e.g. 201231 in the format yymmdd, where y = year, m = month, d = day). New pages can be copied from the template page. It is recommended that you complete your bank details and paste in an electronic signature, then copy the page. select + to add a new sheet and paste.

If travel is being claimed, payment is to be claimed at the Australian Tax Office car usage rate, which as at 1st July 2020 is 72 cents per kilometre (for further information see https://www.ato.gov.au/Individuals/Income-and-deductions/Deductions-you-can-claim/Vehicle-and-travel-expenses/Car-expenses/#Calculating_your_deduction). The rate that can be claimed will automatically increase in line with ATO's advice.

For those located in the Diocesan office, the form may be found at:

//DNTShare/DNTHub/Registrar/Forms/Current



Process for claiming travel allowance

Travel allowance is taxable income and the recipient must claim a tax deduction on receiving same. The process for claiming travel allowance is then as follows:

- a) For Employees of the Diocese must claim the travel allowance via the payroll system, submitting same to their manager and then to the Office Manager for processing;
- b) Persons who are not employees receiving this allowance will need to sign a SSF001 Statement by a Supplier (a form of the Australian Taxation Office) stating “The supply is made by an individual or partnership without a reasonable expectation of profit or gain”, which will avoid the need for the amount to be reported at all.

For clarity, this does not include “living away from home allowance”, which is covered by LA001 LAFH (“Living Away From Home”) Allowances and Travel Procedure.

Coding

Would those responsible for signing off reimbursements (and any other claims) especially take note of the “Office Only” sections. In particular, I will be allocating “Departments” and “Special Grant” codes from 1st October 2020 for the purpose of coding expenses to particular projects or cost centres. The correct use of “Departments” and “Special Grant” codes will be critical to ensure correct financial reporting of project or cost centres.

For completion when document supersedes and existing policy, procedure or protocol.

VERSION NUMBER OF THIS DOCUMENT	DATE OF PREVIOUS DOCUMENT	SUMMARY OF CHANGE	REASON FOR CHANGE
v2	23 rd September 2021	Clarification on processes for claiming travel allowance as employee of Diocese or parish or a non-employee	N/A