## Warmley Preschool – Charity

## Expenses Policy

### *Policy Statement*

This policy is designed to assist employees in reporting expenses incurred while conducting Warmley Preschool business activities.

Warmley Preschool expects employees to act responsibly and professionally when incurring and submitting costs. The organisation will reimburse employees for reasonable expenses on pre-approved business.

Warmley Preschool does not pay for local travel to and from the setting.

Warmley Preschool will not be responsible for fuel, maintenance, traffic or parking violations.

### *Procedures*

#### General guidelines

* Original receipts are required for reimbursement of all expenses.
* Receipts must be accompanied by a summary which outlines:
	+ The employees name or initials.
	+ The purpose for the expense
* Expenses receipts must be approved by the Preschool Leader.
* All expenses must be submitted within 14 days to the Preschool Leader for review. She / He will forward this to the Treasurer for payment.

#### Travel guidelines

* Travel for Warmley Preschool business should be prearranged with the Leader.
* Employees will be reimbursed reasonable expenses for travel for Warmley Preschool business.

Any questions related to the content of this policy or its interpretation should be directed to the Preschool Leader.

## Adoption of Policy

This policy was adopted as follows:

|  |  |
| --- | --- |
| **Meeting of** |  |
| **Date held** |  |
| **Date for review** |  |

Signed on behalf of the management committee:

|  |  |
| --- | --- |
| **Name of Signatory** |  |
| **Signature** |  |
| **Role of Signatory** |  | **Date** |  |