



# POLICY DOCUMENT

## Expense Approval and Reimbursement Policy

<b>Organisation:</b>	Te Akatoki o Te Whare Wānanga of Waitaha (Māori Students' Association) Incorporated (Te Akatoki)
<b>Issue Date:</b>	25 August 2024
<b>Review Date:</b>	August 2026
<b>Version:</b>	1
<b>Approved by:</b>	Te Akatoki Executive
<b>Approval date:</b>	<b>TBC</b>
<b>Owner:</b>	Tumuaki, Te Akatoki

## Purpose of the policy

The purpose of this policy is to ensure that any expenses incurred by members of Te Akatoki, including members of the Te Akatoki Executive, have been pre-approved and are appropriately documented.

## Definitions

“**Te Akatoki Executive**” and “**the Executive**” means the officers of Te Akatoki, equivalent to a Board of Directors.

## This policy applies to;

- all members of Te Akatoki
- all elected and coopted members of the Te Akatoki Executive
- Academic Representatives of Te Akatoki
- Te Akatoki Advisory Board
- any Te Akatoki member appointed to represent or act on behalf of Te Akatoki
- Third party service providers and contractors to Te Akatoki
- UCSA or UC staff seconded to support Te Akatoki

## Scope and context

**This policy should be read in conjunction with the Finance Policy and Travel Policy.**

From time to time, members of the Te Akatoki Executive or wider membership incur expenses in the course of completing work for Te Akatoki, or when representing Te Akatoki at an event previously approved by the Te Akatoki Event.

## Policy principles

- **Financial Prudence:** Te Akatoki is committed to exercising careful and thoughtful management of its financial resources, ensuring all expenses are necessary, reasonable, and directly related to its purpose and objects.
- **Compliance with Legal Requirements:** In accordance with New Zealand law, neither members nor officers of a registered charity or incorporated society may gain any pecuniary benefit or advantage from their position: this policy ensures strict adherence to these legal requirements.
- **Transparency and Accountability:** All expense claims must be documented and justified with appropriate receipts and

explanations, ensuring transparency and accountability in the use of Te Akatoki's funds.

- **Equity and Fairness:** The policy will be applied consistently and fairly to all Te Akatoki members, including members of the Executive, ensuring no individual receives preferential treatment.
- **Approval and Oversight:** All travel expenditure must be pre-approved by the Te Akatoki Executive, with regular audits conducted to ensure compliance with this policy.
- **Ethical Conduct:** All Te Akatoki members, including members of the Executive are expected to act with integrity and in the best interests of Te Akatoki at all times, with any conflicts of interest disclosed and managed appropriately.
- **Regular Review:** The policy will be reviewed periodically to ensure it remains relevant and effective, incorporating any changes in legal or regulatory requirements.

## Details of the policy

### 1. Acceptable expenses

1. Expenses ~~occurred~~ incurred by Te Akatoki members, including Executive, must be incurred while completing work for Te Akatoki which contributes to the fulfillment of its purpose and objects, or in representing Te Akatoki at an event with the agreement of the Te Akatoki Executive.
2. Wherever possible, expenses that can be anticipated in advance should be met by Te Akatoki through the use of a purchasing card or payable invoice.
3. Only expenses that could not have been paid in advance by Te Akatoki, using a purchasing card or upon invoice, will be reimbursed.
4. Where the expenses were incurred in the course of travelling, only mileage and fuel expenses will be reimbursed: further information can be found in the Travel Policy.

### 2. Approval process

1. A pre-approval form must be completed by the applicant prior to the expenses being incurred.
2. The Kaihāpai will review the form and submit it to the Te Akatoki Executive for approval.
3. The Te Akatoki Executive will review the pre-approval form at the next Executive meeting, or electronically using the Approvals app (part of the Microsoft 365 software suite).
4. Approval must be given before the expenses are incurred.
5. In exceptional circumstances, retrospective approval may be

given by the Te Akatoki Executive.

### **3. Reimbursement Process**

1. Applicants must submit a Reimbursement Request Form, with accompanying receipts and evidence as applicable, within two working days of incurring the expense
2. Where the expenses have been pre-approved, the reimbursement transaction will be processed within three working days of receipt.
3. Reimbursement transactions are subject to the same approval as all other Te Akatoki expenditure: the Te Akatoki Executive will approve the transaction at the next Executive meeting, or electronically using the Approvals app (part of the Microsoft 365 software suite).

### **Related documents**

- Te Akatoki Constitution
- Te Akatoki Code of Conduct
- Finance Policy
- Travel Policy

### **Review of policy**

This policy is due for review in August 2025.