

## MRLC

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### Reimbursement Policy

MOUNT ROLAND LAND CARE INC offers these guidelines less as precise stipulations than as a reminder of the ethos of the Group and of the conversations that can be had regarding costs incurred by members. MRLC regards the time and focus of its members as highly valuable in themselves and seeks to facilitate what is able to be given in terms of skills and commitment by reimbursing material costs and other payments made in service to the Group.

**WHEN ARE COSTS REIMBURSED?** Costs incurred will be reimbursed whenever prior agreement has been secured from the MRLC Committee or, when time is short, the executive members of that Committee. There may be occasions when agreement is implied, such as when a member is asked to undertake a task that involves a direct cost to themselves. Direct or implied agreement should be given only when available and appropriate funds have been identified and when the expense is in obvious service to MRLC's activities.

To assist in the event that there may be disagreements regarding reimbursement, the following (inexhaustive) **REIMBURSEMENT GUIDELINES** are provided:

- Members are encouraged to undertake reasonable research in their purchases, if the Committee has not already done so, to ensure value for money and an accordance with MRLC priorities – when purchasing food items, for example, this may mean spending a little more in order to support minimal mileage and emissions, fair trade, minimal waste and organic suppliers; equivalent priorities would apply to other products. Where the price difference is significant for meeting these priorities (perhaps more than 10%), it would be advisable to seek Committee agreement.
- For travel costs, reimbursement will generally only be considered for preapproved travel that exceeds a total distance of 65km in relation to the task being completed. The rate of reimbursement would be taken from ATO (Australian Taxation Office) guidelines, currently (FY 2022/3) 78c per km (the rate can be found by searching online for “ATO cents per kilometre”). Options that require less travel or that combine with existing travel by members in the desired direction should be considered wherever possible.
- Risks relating to members' uses of personal credit cards and accounts cannot be covered by MRLC. Preference is to be given to direct transfers from the MRLC account wherever possible.
- Reimbursement will require the provision of a receipt, witnessed by 2 members of the Committee at minimum, and will generally take the form of an account transfer using details provided by the member concerned; it is the member's responsibility to ensure these details are correct.

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- While a member's decision not to seek reimbursement may be appreciated as a form of support for MRLC, it is never expected. No member should feel that it is a standard to be met. Reimbursement should instead be accepted and encouraged as the norm.

It is assumed that these guidelines will evolve as new scenarios arise and that each situation will be judged by the MRLC Committee in accordance with the Group's values and aims.

It is also noted, with great appreciation, that this Policy exists only as a result of members' willingness to pay up front for goods and services of benefit to the Group. We extend our thanks to members able to facilitate MRLC activities in this way.

**REIMBURSEMENT TO NON-MEMBERS:** Payments on behalf of the Group will generally only be accepted from MRLC members. The MRLC Committee may decide to support exceptions to this rule, in which case the same reimbursement guidelines as for members would apply.

**FALSE OR INAPPROPRIATE CLAIMS:** It is hoped that the above approach will avoid false or inappropriate claims for reimbursement. If the Committee agrees that such actions have intentionally taken place, they may also decide to revoke membership for those involved. The primary aim of the Committee should be to protect the Group from loss and to uphold its core values and purposes. Appropriate authorities should be involved as required. If false or inappropriate claims for reimbursement arise through error or misunderstanding, awareness of and the details of this Policy should be reviewed.

**CHANGES TO THIS POLICY:** MRLC reserves the right to make changes to this Reimbursement Policy from time to time without notice. We encourage members to check our website periodically for updates regarding the Group's position.