



# Montessori

## Aotearoa New Zealand

### Montessori Aotearoa New Zealand Expenses and Reimbursement Policy

#### Purpose

This policy outlines the conditions under which staff, volunteers, and board members may be reimbursed for expenses incurred while carrying out duties on behalf of MANZ and expectations outlined with the company credit card expenses. As a small not-for-profit entity with limited funds, we aim to ensure that all reimbursements and expenses are fair, reasonable, and aligned with our charitable purpose.

#### Scope

This policy applies to all employees, volunteers, and board members. It covers work-related expenses where prior approval has been given and a clear benefit to the organisation is demonstrated. As many of the expenses are charged to the MANZ credit card, for the purposes of accountability and transparency, this policy also covers all purchases made on the MANZ credit card. *For the purpose of clarification, all purchases within the budget are classified as pre-approved as long as they meet the Guiding Principles.*

#### 3. Guiding Principles

- Funds must be used responsibly and in line with our values and mission.
- Reimbursements must be for actual, reasonable, and necessary expenses.
- Pre-approval should always be sought before incurring any cost.
- GST receipts are required for all claims (except where mileage applies).
- Claims should be submitted within 30 days of the expense.

#### 4. Reimbursable Expenses

The following expenses may be reimbursed if pre-approved and incurred during legitimate organisational business:

##### a. Mileage

- For staff: Travel using a personal vehicle for official business may be claimed at the current IRD mileage rate for EV, Hybrid and Petrol/ Diesel.
- For Board members: This will be reimbursed at the NZEI rate

##### b. Meals and Beverages

Reimbursement for meals or beverages is only available under specific circumstances:

- You are travelling for work and are away from your usual work/home area during a mealtime.
- You are staying overnight for approved work reasons.
- You are attending an external meeting or event on behalf of MANZ where catering is not provided, and meals are a reasonable part of the commitment.
- You are hosting external stakeholders (e.g., funders or partners) with prior approval.

#### Not reimbursable

- Everyday coffees, lunches, or snacks during a standard workday.
- Meals during internal meetings unless specifically approved.
- Alcohol with the exception of MANZ events.

#### c. Other Eligible Costs

- Parking and public transport fares for work-related travel.
- Materials or supplies purchased on behalf of the organisation (with prior approval from CE).
- Training, conference or event registration (if aligned with organisational goals and pre-approved).

#### 5. Claim Process

1. Complete the Expense Reimbursement Form within a suitable timeframe.
2. Attach original itemised receipts or mileage log.
3. Submit to CE (or for CE expenses, submit to Treasurer) for approval within 30 days of the expense.
4. Claims will be processed *on, or before, the 20th of the month following receipt being received.*

#### 6. Oversight and Review

This policy will be reviewed annually by the Board. All claims may be audited. Misuse of funds may lead to disciplinary action and a requirement to repay.

#### Related Policies

Finance

Council Travel