Reimbursement for expenses

The Foundation recognises that volunteers contribute their valuable time but may also incur out-of-pocket expenses.

It is, unfortunately, difficult for the Foundation to reimburse volunteers for all expenses, being a not-for-profit organisation with limited sources of revenue. All available funds are carefully distributed between our core work areas. The complete contribution made by our volunteers is therefore greatly appreciated.

However, reimbursement may be requested for some specific out-of-pocket costs. The Foundation's ***Volunteer Reimbursement Policy*** articulates the situations, conditions and processes by which a volunteer may be reimbursed.

Per the policy, requests for reimbursement should be directed to your supervising staff member (depending on your role).

Your request must:

(a) be made within 30 days after the expense is incurred; and
(b) be supported by proof of the expenditure (e.g. receipts) showing the following —
  - the actual items purchased;
  - the date;
  - GST if applicable
(c) provide your full name and bank account details for the transfer of funds.

Requests may be made by email or post.