

Reimbursement and Subsidy Procedure

Owner	FRAC	Approval Date	December 2019
Approved by	Board/National Executive	Review Date	November 2021

1. Purpose

UN Youth needs to ensure that its volunteers are properly reimbursed for legitimate costs incurred through the expenditure of personal funds in their role. This procedure seeks to provide a framework for reimbursements, and the extent of subsidies available for certain activities.

2. Reimbursements

2.1. General Reimbursements

In the course of performing their duties, volunteers may have to expend personal funds in order to purchase items or services on behalf of UN Youth. This should only occur where the use of a UN Youth credit card is not possible.

All reimbursements must be for expenditure that was pre-approved and accounted for in the relevant budget. In order to ensure that all reimbursements are legitimate, volunteers must ensure they have adequate proof of purchase, through documentation such as GST receipts and invoices, as required by the NFO. All requests for reimbursement must be submitted within two months of the expenditure occurring.

2.2. Other Reimbursements

All other reimbursements such as subsidies must be submitted for approval as determined by the National Finance Officer. Expenditure incurred that is not approved by the appropriate office holder will not normally be reimbursed.

3. Subsidies

In some instances, detailed below, a volunteer may be eligible for a subsidy to cover all, or part, of certain costs they have incurred through their participation in UN Youth. These subsidies are designed to strengthen UN Youth's ability to fulfil its mission, and will be determined in accordance with the below.

All subsidies are paid as reimbursements for actual costs incurred. Reimbursement requests must be submitted as required by the NFO. No subsidies will be above the caps set by the NFO. Only one flight cap may be claimed for a single journey, even if travel has multiple purposes i.e National Event and National Council.

Volunteers who have claimed the purchase of travel or accommodation, and can no longer attend for reasons unapproved by the NX, must either find a replacement volunteer to attend and officially change the passenger name where possible, otherwise reimburse UN Youth for the funds lost.

3.1. Travel Subsidies

Volunteers may be eligible for reimbursements for their travel to strategic planning sessions, National Council meetings and Volunteers Training Hui, within certain parameters (a "travel cap").

Travel Caps: The National Finance Officer, in consultation with the National President, must set the travel caps at least two months prior to the relevant event, as well as a set of "default caps" at the beginning of the year. The

National Executive shall set the process for determining the caps, which must reflect the different costs associated with travelling from different parts of the country.

Location: Prior to any expenditure occurring, the National Finance Officer must approve the location and expected cost of the travel so appropriate caps may be set.

Resident: No volunteer will be eligible for a travel reimbursement for an event in the city where they normally reside.

Eligible Expenses: All standard methods of travel such as plane, bus, train or car are eligible for subsidy. In all instances, only the cost of the "seat" + one piece of luggage will be eligible for reimbursement. For example, where travel is by flight or bus, additional purchases such as seat select, carbon off-setting, snacks and beverages will not be reimbursed. Travel reimbursement claims can include transport to/from the relevant place of departure e.g. an airport, provided that the total claim does not exceed the applicable cap.

3.2. Accommodation Subsidies

Volunteers may be eligible for reimbursements for certain accommodation expenses incurred in the course of their role. Where accommodation subsidies are available, all expenditure must be within reasonable limits, as determined by the National Finance Officer. Prior to the volunteers confirming accommodation arrangements the NFO must confirm so that an appropriate subsidy limit may be determined.

Resident: No volunteer will be eligible for an accommodation reimbursement for an event in the city where they normally reside, unless they are required to stay away from their usual place of residence due to their responsibilities as an officeholder, as reasonably determined by the NFO.

Eligible Expenses: All standard accommodation options are available for reimbursement including, but not limited to: hostels, Air BnB, holiday home rentals, dorms, camps, motels for example. UN Youth will not provide per diem payments where volunteers stay with friends or family while travelling for UN Youth.

3.3. Eligible Events/Activities

The following events/activities are eligible for one or more subsidies as set out in schedule one:

- Strategic Planning Meetings for Board, National Executive, Regional Councils and National and International Event Committees - the purpose is to promote strong working relationships within committee and council which enables high performance.
- National Events - the purpose is to facilitate the performance and execution of national events.
- Volunteer Training Hui - the purpose is to enable attendance at the primary annual training event for volunteers
- National Council - this event will be eligible, but the details are dependent on the 2020 NX's proposal.

Schedule One: Subsidies

Activity	Persons Eligible	Accommodation Subsidy	Travel Subsidy	Limits	Source
Strategic Planning Meetings	All National Executive, National and International Event Committees and Regional Councils Members	Up to 60%	Up to 60% within travel cap	1 planning meeting per committee/region per year	Committee/Region Budget, or in the case of the National Executive, the National Budget
National Event	National Event Committee Members	Up to 50%	Up to 100%, travel costs are included in the Event Budget	1 subsidy per member/officer	National Event Budget
	National Executive Officers required to attend	Up to 50%	Up to 100%, travel costs are included in the National Budget	1 subsidy per Executive Officer per National Event	National Budget
Volunteers Training Hui	National and International Event Committees and Regional Councils Members	None	Two full travel caps to be shared evenly amongst the committee/council members attending	2 subsidies per committee/region	50% National Budget 50% Committee/Region Budget
	National Executive Members	None	100% within travel cap	1 subsidy per member	National Budget
	Other current volunteers or member who has committed to being a volunteer in the future, as judged by their Regional President.	None	50% within travel cap	1 subsidy per member	National Budget
National Council	<i>The parameters will be established through the National Executive's proposal for National Council (or substitute) in 2020.</i>				