



# Reimbursement By-Law (2023)

## Griffith University Medicine Society Incorporated

Accepted by a vote of members at an Executive Committee Meeting on 11 March, 2023.

### Preamble

Griffith University Medicine Society (GUMS) is the peak representative body for Griffith medical students. It is a student society that strives to enrich all aspects of the lives of post graduates involved in the study of the science of medicine. This is an internal governance document, which provides an outline for the process for providing reimbursements to volunteers that incur costs associated with their services to the society. This By-Law is accepted as a by-law under the GUMS Constitution, Section 10. Where there is perceived inconsistency with the GUMS Constitution, the Constitution will be held as the guiding document. The GUMS Executive has the right to interpret and apply this By-Law.

### Definitions

In this document:

**AMSA** refers to the Australian Medical Student Association.

**Executive** refers to the group of individuals who are elected annually to the GUMS Executive Committee. This group carries the full responsibilities and powers as outlined in this document.

**Management Committee** refers to the group of individuals who form the GUMS Management Committee, who are either elected or appointed annually.

**Members** refers to any person who holds a valid membership of GUMS, as specified in the GUMS Constitution.

**Volunteer** refers to any person who takes part in activities that are organised by, or associated with, the Griffith University Medicine Society Incorporated. This includes the Executive Committee, Management Committee, Subcommittee Members and Non-Members.

**Welfare Officer** refers to any individual who undertakes the role of Welfare Officer at a GUMS Event as specified by the *GUMS Risk Management and Welfare By-Law*.

### Policy

#### 1. General Principles

- 1.1. In consultation with the Executive, the Treasurer is responsible for allocating and maintaining the budget for GUMS.
- 1.2. All purchases and expenses relating to GUMS in which a reimbursement or payment is required, must be pre-approved by the Executive, or by the Treasurer on behalf of the Executive. Members of the Executive must first discuss and obtain approval from the Treasurer for any purchases or expenses.
- 1.3. Receipt of purchase must be provided when requesting any reimbursements or payment. If no receipt or evidence is available, a reimbursement or payment will not be approved.



- 1.4. As specified by the Treasurer, requests for reimbursement or payment must be submitted:
  - 1.4.1. Through the platform as designated by the Treasurer, and;
  - 1.4.2. In a timely manner.
- 1.5. The decision to provide a reimbursement or payment is that of the Treasurer. Where there is a dispute as to whether a reimbursement or payment should be provided, the Executive will jointly decide as to the appropriateness of the reimbursement or payment.
- 1.6. Reimbursements or payments related to travel will not be provided, unless:
  - 1.6.1. They are previously approved by the Executive or Treasurer;
  - 1.6.2. They are an exception that is outlined in this document.
2. **Equipment**
  - 2.1. Any equipment or assets purchased for GUMS purposes remain the property of GUMS, and must be returned to GUMS after use.
  - 2.2. Equipment or assets includes, but is not limited to, sporting equipment, hard drives, electronic equipment, instruments, or any other equipment.
  - 2.3. The Secretary is responsible for tracking GUMS equipment and assets.
  - 2.4. The individual purchasing the equipment is entitled to a full reimbursement of the equipment, by requesting a reimbursement through the platform as designated by the Treasurer, provided that:
    - 2.4.1. The Executive deems the equipment is required for the completion of the role, event or task, or furthering of the aims of GUMS, and;
    - 2.4.2. No less expensive, reasonable alternative is available, and;
    - 2.4.3. All conditions in Section 1 of this By-Law are satisfied.
  - 2.5. If equipment that is the property of GUMS is lost or damaged, the person who held responsibility for the safe-keeping of that property may be required to pay GUMS the full cost of the item, at the discretion of the Executive.
3. **Use of Personal Equipment**
  - 3.1. Volunteers may at times utilise their personal equipment to further the aims of GUMS. This may include, but is not limited to, cameras, computers, and musical instruments.
  - 3.2. Volunteers use, transport and store their own equipment, including at GUMS events both on and off campus, at their own risk.
  - 3.3. GUMS accepts no responsibility or liability for the damage, loss or stealing of any personal equipment, regardless of the intended purpose of use.
4. **Subscriptions**
  - 4.1. Subscriptions to programs or online software may be required for the completion of activities for GUMS purposes. These may include but is not limited to design programs, survey programs, emailing programs and voting programs.
  - 4.2. GUMS will pay for or reimburse the costs associated with programs that required, provided that:



- 4.2.1. The Executive deems the subscription is required for the completion of the role, event or task, or furthering of the aims of GUMS, and;
  - 4.2.2. No less expensive, reasonable alternative is available, and;
  - 4.2.3. All conditions in Section 1 and Section 4.3 and 4.4 of this By-Law are satisfied.
- 4.3. GUMS may specify that particular equipment is required as part of a certain role and may choose to refuse reimbursement.
- 4.4. Where GUMS provides payment or reimbursement for the program, it may only be used solely for GUMS purpose.
- 4.4.1. If a program is being used for purposes other than GUMS activities (which may include, but is not limited to, personal use or use for other societies or organisations) GUMS will provide a reimbursement equal to the proportion in which it is being used. *For example, if a program is being used 20% for GUMS activities, and 80% for personal activities, then GUMS will provide a 20% reimbursement of the cost of that program.*
  - 4.4.2. The proportion of use of a program for GUMS activities will be a joint decision made by the person responsible for use of the program and the Executive.
    - 4.4.2.1. This decision must be made within one month of commencing the role to allow time to understand the proportion split).
    - 4.4.2.2. The decision will remain agreeable upon for the remainder of the calendar year, unless either party requests a revision of the proportion.
    - 4.4.2.3. The onus remains with the person using the subscription to inform the Executive of any changes in proportion of use (either increased or decreased) by emailing the Secretary to request a revision of proportion.
  - 4.4.3. GUMS is unable to provide reimbursement for a program that is being used in any part for commercial uses, regardless of the proportion of shared use. In this case, if the program is required, GUMS may provide a separate subscription for the program that will be solely for GUMS use.

## 5. Fuel Reimbursement

- 5.1. Volunteers may incur fuel expenses whilst undertaking duties during a GUMS event.
- 5.2. Fuel expenses may be reimbursed in the following circumstances:
  - 5.2.1. The volunteer must travel a minimum of 100km return.
  - 5.2.2. Claimed travel must commence and conclude from a recognised Griffith campus or teaching hospital site OR primary event location
  - 5.2.3. The claimed reimbursement must fall within an event set out within the GUMS budget.
  - 5.2.4. The overseeing event officer must approve the anticipated expense and include it in the event budget prior to the travel commencing.
- 5.3. Fuel expenses will not be reimbursed for the following:
  - 5.3.1. Travel between an individual's place of residence and the location set out by 5.2.2
  - 5.3.2. Travel to events for which an online attendance option exists
- 5.4. Fuel expense rate will be set by the Treasurer annually.
  - 5.4.1. The rate must be a fixed value per kilometre travelled.
  - 5.4.2. The rate should reflect the rate provided by QLD Health
  - 5.4.3. In 2023, this rate is set at \$0.30/km.



- 5.5. Documentation requirement
    - 5.5.1. The treasurer must provide a list of documentation required for volunteers to claim a fuel reimbursement.
    - 5.5.2. The list of documentation must be concordant with reporting requirements set out by the Australian Tax Office and in-line with best professional practice.
    - 5.5.3. The list of documentation required may include, but is not limited to
      - 5.5.3.1. Travel start and finish dates and times
      - 5.5.3.2. Travel start and finish odometer readings
      - 5.5.3.3. Vehicle make, model and registration.
    - 5.5.4. The Treasurer must update this list to reflect ongoing amendments to financial regulation and best professional practice.
  - 5.6. Provision of fuel reimbursement does not constitute a contract of hire and does not limit the absolution of GUMS' responsibility under section 3.
- 6. Ticketed events**
- 6.1. Volunteers may be required to provide services or undertake duties during a GUMS ticketed event that substantially impact on their enjoyment of the event.
  - 6.2. On occasion, the Executive may elect to provide a reimbursement or reduced ticket cost to such volunteers if:
    - 6.2.1. The person plays an instrumental role in running of an event and the event would not be able to take place without their role.
    - 6.2.2. The person's enjoyment of the event is substantially impacted by volunteering at the event.
    - 6.2.3. Reimbursement or reduced ticket cost has been approved prior to the event by the Executive.
    - 6.2.4. Is a Welfare Officer, as specified by the *GUMS Risk Management and Welfare By-Law*.
  - 6.3. Volunteers must purchase a full price ticket to the event. Reimbursement will only be provided after successful completion of duties, to the satisfaction of the Executive.
  - 6.4. If a volunteer is only required to perform their role for a portion of an event, then the volunteer may take part in the event at the conclusion of this time.
  - 6.5. A volunteer's prior contributions to the coordination or organisation prior to the event is not a consideration when determining if a person should be provided with a reimbursed or reduced price ticket.
- 7. AMSA Related Events**
- 7.1. As a key role requirement, the President (or their nominated delegate) and Junior AMSA Representative (or their nominated delegate) are required to attend AMSA National Council. The flights, accommodation and Council registration fees associated with this will be reimbursed by GUMS provided that:
    - 7.1.1. Flights are directly to and from the location of AMSA National Council.
    - 7.1.2. Accommodation is that which is provided by AMSA, or an equivalent expense.
  - 7.2. As a key role requirement, the AMSA Representative attends AMSA National Convention. Responsibilities during Convention include team coordination, hotel safety checks, and attending disciplinary meetings, which significantly detract from the representative's free enjoyment of Convention. To reflect the time spent



performing required duties of the role, the AMSA Representative is entitled to a 25% reimbursement of the registration fee.

## 8. Time, skills and services

- 8.1. All members and non-members who provide their time, skills or services to further the aims of GUMS does so as a volunteer and is not entitled to payment.
- 8.2. Where a person, regardless of their status as a student or member, expects payment for their time, skills or services, a contract is required between this party and Griffith University Medicine Society. This may only occur when the person is a recognised business with an Australian Business Number (ABN) or is otherwise recognised as a business under law, and must be agreed upon prior to the event by the Executive.

## 9. Conference Reimbursement Scheme

- 9.1. General
  - 9.1.1. The Executive may decide to offer a Conference Reimbursement Scheme.
  - 9.1.2. Conference Reimbursement Schemes must be outlined and governed by an independent by-law. The independent by-law must include information regarding
    - 9.1.2.1. Reimbursement value and grant frequency
    - 9.1.2.2. Application criteria and method of ranking applicants
    - 9.1.2.3. Process of dissolution
  - 9.1.3. Presently, the Conference Reimbursement Scheme is outlined and governed by the Griffith University Medicine Alumni Conference Leave Grant Scheme By-Law (2023).

## 10. Extracurricular Reimbursement Scheme

- 10.1. General
  - 10.1.1. The Executive may choose to offer an Extracurricular Reimbursement Scheme.
  - 10.1.2. If offered, applications for the Extracurricular Reimbursement Scheme will be open on a once yearly basis, or as otherwise decided by the Executive.
- 10.2. Reimbursement
  - 10.2.1. Applicants may apply for reimbursement up to an amount as determined by the Executive, on behalf of an extracurricular group.
  - 10.2.2. The Executive reserves the right to make changes to the value of the reimbursement at any time.
  - 10.2.3. Reimbursements may be sought for reasonable costs associated with the extracurricular group.
  - 10.2.4. The Executive reserves the right to decide what costs are reasonable and associated with the extracurricular group.
  - 10.2.5. The Executive may request further information to verify the validity of the application if it is deemed necessary.
- 10.3. Eligibility
  - 10.3.1. This reimbursement scheme is open to extracurricular groups in which Griffith University Medical Students participate and should form the majority of participants.
  - 10.3.2. The applicant submitting the application must be a member of GUMS.
  - 10.3.3. Members of the GUMS Executive are not permitted to submit an application for the Extracurricular Reimbursement Scheme.



- 10.3.4. The Executive reserves the right to make decisions as to which extracurricular groups are not eligible for a reimbursement.
- 10.3.5. Each extracurricular group may only be awarded a reimbursement as part of the Extracurricular Reimbursement Scheme a maximum of once during any calendar year.
- 10.4. Applications
  - 10.4.1. Details regarding the opening and closing of applications for the Extracurricular Reimbursement Scheme will be advertised through the GUMS Website and GUMS Facebook page.
  - 10.4.2. Applications submitted after the closing deadline will not be accepted.
  - 10.4.3. Applicants must be able to provide all receipts of purchase following the applications.
  - 10.4.4. Applicants must be willing to provide a photo and brief summary of how the Extracurricular Reimbursement Scheme assisted the team, to be used in GUMS marketing which may include but is not limited to social media, website, or printed materials. Applicants who are unable to agree to these conditions must inform the Executive prior to the closing date of applications.
- 10.5. Assessment
  - 10.5.1. The outcome of applications will be jointly assessed by members of the Executive and/or by other parties within or external to GUMS who the Executive delegate this task too.
  - 10.5.2. All parties assessing applications must declare any actual, perceived, or potential conflicts of interest.
  - 10.5.3. The Executive reserves the right to decide the criteria against which the applications will be assessed.
  - 10.5.4. All judging decisions are final, are at the discretion of the GUMS Executive, and no correspondence will be entered into in this regard.