

Expense Claim Form - Volunteer

Version 1.02

User Guide

June 2019

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1 Introduction

The “LANSW Expense Claim Form – Volunteer Program” was developed to simplify the lodgement and payment of expenses incurred by volunteer Company representatives when carrying out their role on LANSW business.

1.1 Assumptions

This User Guide assumes that the user is competent in the use of a Personal Computer, the basics of Microsoft Windows operating systems and Microsoft Excel.

1.2 Hardware And Software Requirements

The program requires Microsoft Excel 2007 and can be used on any Personal Computer capable of running this software. You must have, as a minimum requirement, Microsoft Excel 2007 to use the program but it will function on all later releases of Microsoft Excel.

1.3 Nomenclature

Several font colours are used in the system. These assist with reading and interpreting cell contents.

Black Font

Blue Font With Aqua Shading

Brown Font

Green Font

Red Font

Static Entry - Cell value never changes.

Dynamic Entry - Value in the cell can be altered by the user.

Rate Or Allowance- Value in the cell is updated by LANSW as required.

Hyperlink – Cell contains a hyperlink.

Formula – Cell contains a formula which can only be altered by the program.

1.4 Limitations

This “LANSW Expense Claim Form – Volunteer Program” must be run in Microsoft Excel. It will not work correctly with any other software. Do not use OpenOffice Calc or StarOffice Calc with this file!

It should be noted that Copy, Cut, Paste and Drag-and-Drop editing have been disabled because these functions circumvent data validation.

1.5 WARNING - Emailing The Program

The program is an Excel file that contains "macros" which are essentially bits of computer code written in Visual Basic for Applications. Historically "macros" have been vehicles for malware. Consequently, it is possible that some email clients may not allow the program to be attached and sent via email for security reasons. Others may warn that a virus has been detected when the program is emailed. Rest assured there is no malicious code in this program. To overcome this potential email issue simply zip the file and attach the zipped version to the email.

1.6 Problems

Although every effort has been made to ensure the program performs correctly problems may occur. If you have a problem, please consult this manual first. If you cannot resolve your problem, check that you have the latest version of the program at www.lansw.com.au. If you are still unable to resolve your problem, contact Little Athletics NSW.

Email: admin@lansw.com.au

2 Installation And Removal

2.1 Installing The Program

The program is installed simply by copying the Excel file “LANSW Expense Claim Form– Volunteer.xlsm” to any Folder on the PC.

2.2 Removing The Program

The program is removed simply by deleting the Excel file "LANSW Expense Claim Form – Volunteer.xlsm" from the relevant Folder on the PC.

3 System Overview

3.1 Microsoft Excel

The program uses Microsoft Excel. You must have, as a minimum requirement, Microsoft Excel 2007 to use the program. The program will function on all later releases of Microsoft Excel.

3.2 Workbook Structure

The Microsoft Excel workbook (file) "LANSW Expense Claim Form – Volunteer Program.xlsm" consists of three (3) worksheets. The workbook and each worksheet are protected so that they cannot be inadvertently altered.

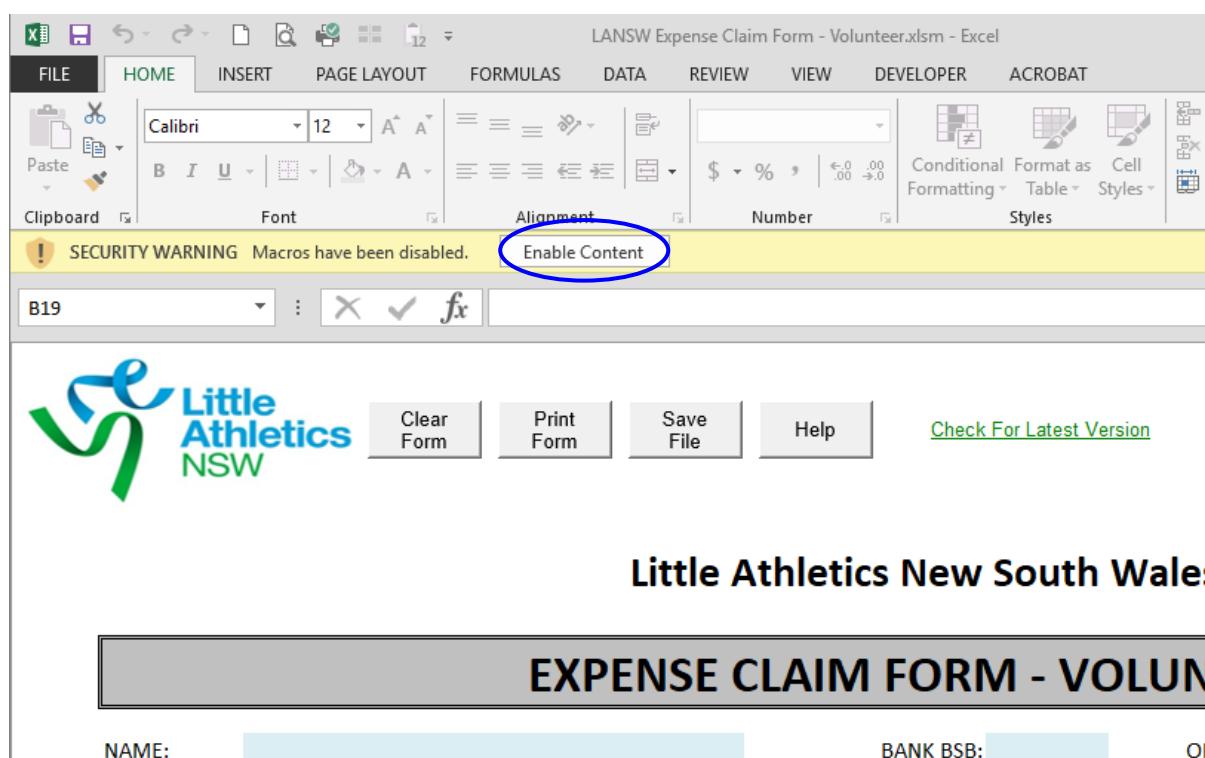
The worksheets are:

1. Form
2. Policy
3. Versions

4 System Operation

4.1 Start The System

Simply opening the Microsoft Excel file "LANSW Expense Claim Form Program – Volunteer.xlsm" starts the system. If Microsoft Excel has macro security set a warning will be displayed. The warning will vary depending upon the version of Microsoft Excel you are using.



LANSW Expense Claim Form - Volunteer.xlsm - Excel

FILE HOME INSERT PAGE LAYOUT FORMULAS DATA REVIEW VIEW DEVELOPER ACROBAT

Clipboard Font Alignment Number Styles

SECURITY WARNING: Macros have been disabled. **Enable Content**

B19

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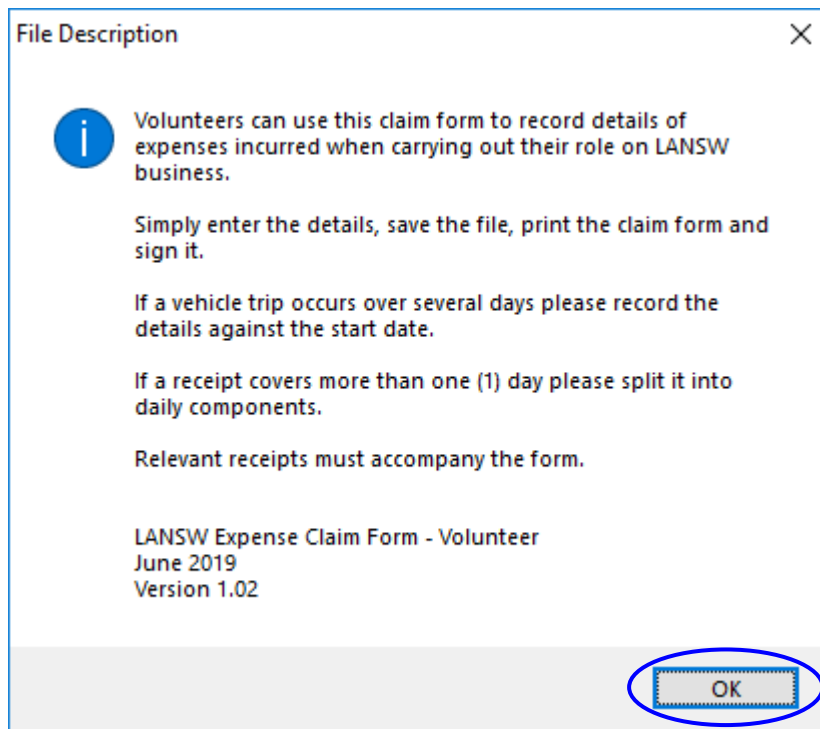
Clear Form Print Form Save File Help [Check For Latest Version](#)

Little Athletics New South Wales

EXPENSE CLAIM FORM - VOLUN

NAME: BANK BSB: OF

Select "Enable Content".



Select “OK” to acknowledge the message and the “Form” worksheet will be displayed.

LANSW Expense Claim Form - Volunteer.xlsm - Little Athletics NSW

FILE HOME INSERT PAGE LAYOUT FORMULAS DATA REVIEW VIEW DEVELOPER ACROBAT

Calibri 12 A+ A- Wrap Text

B I U Font Alignment Number Styles Cells Editing

D13

Little Athletics NSW Clear Form Print Form Save File Help [Check For Latest Version](#)

Little Athletics New South Wales Locked Bag 85
Parramatta NSW 2124

EXPENSE CLAIM FORM - VOLUNTEER

NAME: ADDRESS: BANK BSB: ACCOUNT No.: ACCOUNT NAME: OFFICE HELD:

DATE	DETAILS	KILOMETRES			MEALS (Receipts Required)	ACCOMMODATION (Receipts Required)	OTHER (Receipts Required)
		Start	Finish	Claimed			

Expenses that may be claimed:
[\(Please refer to the Expense Claim policy on the "Policy" worksheet for further information.\)](#)

Signature Date

1. TRAVEL: An allowance of \$0.60 per kilometre when using private vehicle on LANSW business. Please note that the first 25km of each round trip is not claimable. Any round trip exceeding 200km must be authorised by the CEO prior to undertaking the travel.

2. ACCOMMODATION: Accommodation (Bed and breakfast) when carrying out your role on LANSW business. All accommodation claims must be made in accordance with the Expense Claim policy. (Receipts must accompany claim.)

Form Policy Versions

READY 100%

4.1.1 Form Worksheet

This worksheet contains the controls (Buttons) that run the various functions (Macros). It also contains an electronic version of the LANSW Expense Claim Form. The worksheet has been designed to automatically apply the correct allowance for mileage, daily meals and accommodation. It has been programmed to run numerous checks and balances to assist the user. The worksheet also calculates the kilometres claimed and total value of the Expense Claim Form.

4.1.1.1 Clear Form Button

This macro clears all data from the form. It also gives the user the option to retain the form header details (Name, Address, Bank BSB, etc.) if so desired.

4.1.1.2 Print Form Button

This macro prints the form.

4.1.1.3 Save File Button

This macro saves the file.

4.1.1.4 Help Button

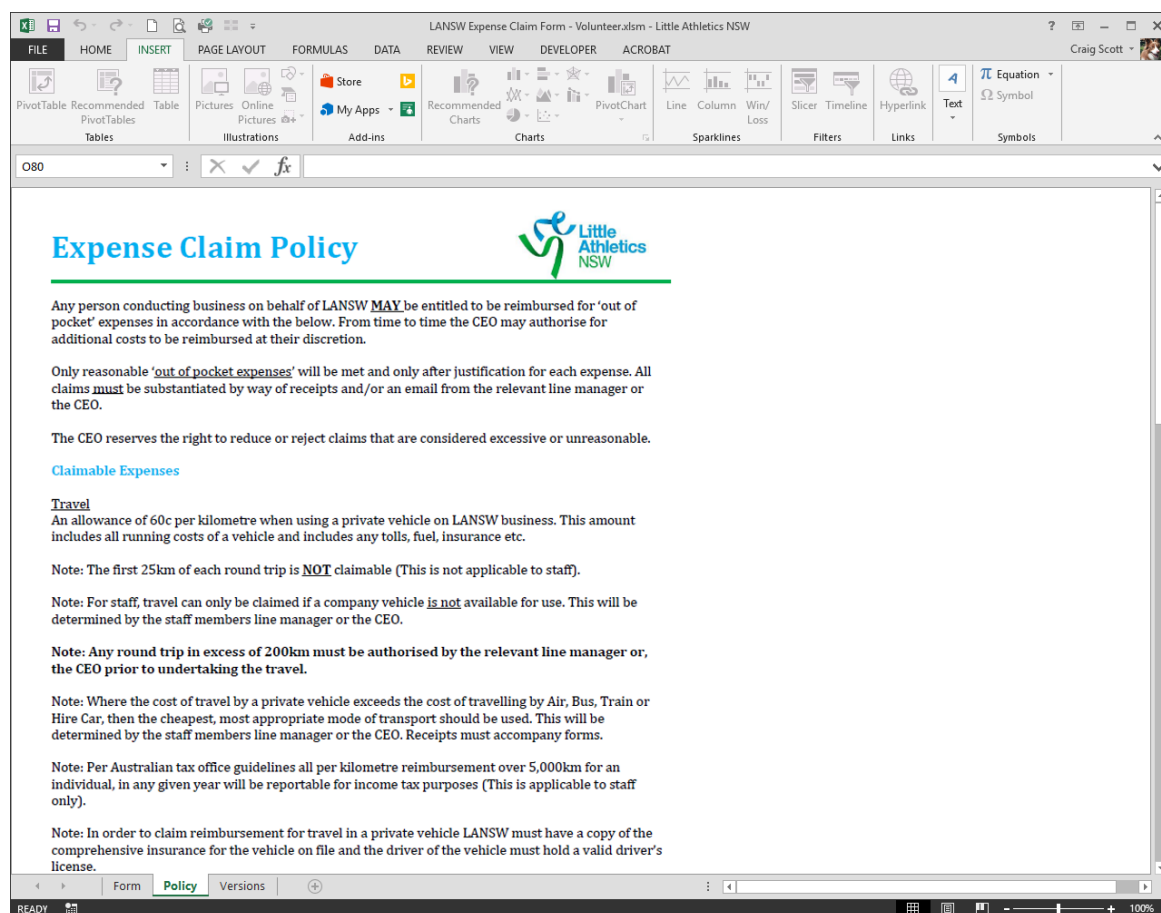
This macro displays a message box containing relevant help details and the version of the program.

4.1.1.5 Check For Latest Version Hyperlink

This hyperlink takes you to the LANSW website where the latest version of the program and this User Guide are available for download.

4.1.2 Policy Worksheet

This worksheet contains a copy of the Expense Claim Policy.



The screenshot displays the Microsoft Excel interface for the 'LANSW Expense Claim Form - Volunteer User Guide'. The active worksheet is 'Policy', which contains the 'Expense Claim Policy' document. The policy text is as follows:

Expense Claim Policy

Any person conducting business on behalf of LANSW MAY be entitled to be reimbursed for 'out of pocket' expenses in accordance with the below. From time to time the CEO may authorise for additional costs to be reimbursed at their discretion.

Only reasonable 'out of pocket expenses' will be met and only after justification for each expense. All claims must be substantiated by way of receipts and/or an email from the relevant line manager or the CEO.

The CEO reserves the right to reduce or reject claims that are considered excessive or unreasonable.

Claimable Expenses

Travel
An allowance of 60c per kilometre when using a private vehicle on LANSW business. This amount includes all running costs of a vehicle and includes any tolls, fuel, insurance etc.

Note: The first 25km of each round trip is NOT claimable (This is not applicable to staff).

Note: For staff, travel can only be claimed if a company vehicle is not available for use. This will be determined by the staff members line manager or the CEO.

Note: Any round trip in excess of 200km must be authorised by the relevant line manager or, the CEO prior to undertaking the travel.

Note: Where the cost of travel by a private vehicle exceeds the cost of travelling by Air, Bus, Train or Hire Car, then the cheapest, most appropriate mode of transport should be used. This will be determined by the staff members line manager or the CEO. Receipts must accompany forms.

Note: Per Australian tax office guidelines all per kilometre reimbursement over 5,000km for an individual, in any given year will be reportable for income tax purposes (This is applicable to staff only).

Note: In order to claim reimbursement for travel in a private vehicle LANSW must have a copy of the comprehensive insurance for the vehicle on file and the driver of the vehicle must hold a valid driver's license.

4.1.3 Versions Worksheet

This worksheet is used for version control. It contains the version, date of release and a description of the changes made in the various versions of the system.

Date	Version	Description
17/06/2019	1.02	Post Code removed. Bank Account details and date form submitted added.
8/08/2018	1.01	Amended to comply with updated Expense Claim Policy dated May 2018. "Policy" worksheet added. "Volunteer" added to title.
15/08/2017	1.00	Original Release.