



WHAT EXPENSES CAN I CLAIM?

WIRES MSC funding comes from donations either directly to the Branch or from Head Office. We have a legal and moral obligation to use funds in the most efficient, effective, ethical manner within WIRES policy guidelines.

Set out below are items that can be either claimed by or provided to WIRES MSC members. This list will change from time to time. In addition to these items, members who are active (more than 12 rescue calls a year) can request a number of items from the MSC Executive including:

- WIRES vehicle magnets
- Native animals in care property signs
- Nets
- For snake catchers a 50% reimbursement of snake bag and jigger
- Medical items (syringes, medications, bandages etc)
- Rescue baskets
- Pouches
- Possum boxes

Item	Yes / No	Comments	How to Claim
Food for animals in care	Yes	<p>All food listed on the WIRES Head Office <i>Authorised Food List</i> is currently reimbursed at 100%</p> <p>Food items not listed on the <i>Authorised Food List</i> may be approved for reimbursement by the MSC Executive. Currently <u>the reasonable cost of</u> 'greens', some meat items for avian species, fruit and carrots and sweet potato for wombats are approved for reimbursement.</p>	<p>Food should be ordered through the Food Coordinator in most cases. Items not organised by the Food Coordinator can be purchased with prior approval from the Species Coordinator.</p> <p>Where approved, purchase the item and email a scanned copy of the invoice or receipt to the MSC Treasurer and copy to the Species Coordinator.</p>

WIRES annual membership fee	No	However, the annual membership fee charged by Head Office is currently suspended.	
Minor rescue / care items (bottles, teats, thermostats, cots, heat pads, scissors etc)		<p>Generally, these items are funded by the rescuer / carer.</p> <p>If you are an active rescuer the Executive will consider requests for specific items.</p> <p>If you are an active carer and need specific items, please contact the Species Coordinator and if supported the coordinator will approach the Executive for approval.</p> <p>In these cases, the items will generally be purchased by the Executive, however where you are asked to purchase the item email a scanned copy of the invoice or receipt to the MSC Treasurer and copy in the Species Coordinator.</p>	
Veterinarian expenses	Yes	<p>Contact the Species Coordinator before taking an animal to a vet for an initial assessment. If the Species Coordinator is not available contact a member of the Executive. Provide the vet with the call sheet number for inclusion in their invoicing.</p> <p>Any veterinary work, beyond an assessment, requires a further pre approval by the Species Coordinator. You will need to provide the coordinator with the estimated costs and care requirements for their consideration.</p>	<p>Most of our local Vets will invoice veterinary costs directly to WIRES.</p> <p>In the unlikely event the vet does not directly bill WIRES email a scanned copy of the invoice or receipt to the MSC Treasurer and copy in the Species Coordinator.</p>
'Across-the-Counter' medicines	Yes	Seek the support for reimbursement of the item from the relevant Species Coordinator	Email a scanned copy of the invoice or receipt to the MSC Treasurer and copy in the Species Coordinator.
Wildlife Enclosures	Yes	Major expenses on wildlife enclosures require:	If you are committed to being a long-term carer, seek the support for the purchase / construction of

		<ol style="list-style-type: none"> 1. A commitment to being a carer. 2. At least two quotations. 3. A detailed proposal including plans / dimensions etc. 4. Consideration of any requirements specified in a species Code of Practice. 	<p>the enclosure from the relevant Species Coordinator. If there is a current or expected need for this specific enclosure generally, the Species Coordinator will visit the site to confirm its suitability.</p> <p>If supported, forward a detailed project proposal including enclosure plans, prices and quotes for the enclosure to the MSC Executive and copy in the Species Coordinator. It is important that your request includes all items whether they are a cost, are free or a being donated by a person or organisation.</p> <p>If supported the Executive will seek Head Office approval. Do not commence construction / purchase before approval is provided.</p>
Petrol / Mileage Allowance to attend rescues	Yes	<p>Complete the WIRES <i>Petrol Allowance Log Sheet</i>.</p> <p>Note: From 1 April 2022 the per km rate of reimbursement has been increased from \$0.25 to \$0.40 cents</p>	Email a scanned copy of the completed <i>Petrol Allowance Log Sheet</i> to the MSC Treasurer.
WIRES logo clothes or footwear	No	These are optional and can be purchased at Members expense.	
WIRES fluro vests	Yes	WIRES Head Office is currently offering one fluro vest for each member – see their email of 8 February 2021 or contact members@wires.org.au	
WIRES course costs	Partial	<p>The current Branch policy is that:</p> <ol style="list-style-type: none"> 1. WIRES course costs conducted within the MSC region - 50% refund (Except RICC). 2. WIRES course cost conducted outside of 	<p>Email a scanned copy of the WIRES Head Office receipt for the course cost to the MSC Treasurer after completion of the course.</p> <p>Note online courses are considered to be completed 'in region'.</p>

		the MSC region - 100% refund, where prior approval has been given by the Species Coordinator (noting travel and accommodation costs are not covered).	
Non-WIRES courses or handbooks/manuals costs	No		
Petrol / Mileage Allowance and/or accommodation costs to attend WIRES courses out of region?	No		
Gifts to local vets	Yes	The Branch Executive has approval to purchase annual gifts for local vets up to \$25 per vet.	Email a scanned copy of the receipt for the gifts to the MSC Treasurer. Value should not exceed \$25.
Bat vaccination	Yes	Those members who have successfully completed the WIRES Bat Course can seek pre approval for the costs associated with mandatory vaccination through the Species Coordinator	Email a scanned copy of the invoice or receipt to the MSC Treasurer and send a copy to the Bat Coordinator.
Anything not mentioned above		Email the MSC Treasurer and he/she will answer your question.	

From time to time the Branch is offered donations to support rescuers or carers. If there is a specific item you are seeking and it is not urgent, please contact the Branch Equipment Officer.

Non consumable items valued over \$300 must be recorded on the Branch's Equipment Register. The member is responsible for maintaining the item, advising the Equipment Officer if the item is transferred to another member and return of the item to WIRES if leaving the Branch.

When forwarding invoices or receipts please include the name of the supplier, address, date and ABN.