



Expense Claim Policy

This Expense Claim Policy applies to all Employees of the business.

The objective of the policy is to establish guidelines for the reimbursement of business-related expenses incurred by employees.

The requirement is for all staff to comply with Expense Claim Policy.

Procedures (not required)

Purpose

The purpose of this policy is to establish guidelines for the reimbursement of business-related expenses incurred by employees on behalf of the company. This policy aims to ensure fair and consistent treatment of all employees, while maintaining proper control of business expenditures and compliance with applicable Australian tax laws.

Objective

The objectives of this policy are:

1. To provide clear guidelines on the types of expenses that can be claimed by employees.
2. To establish a standardised process for submitting and approving expense claims.
3. To ensure that employees are reimbursed promptly and fairly for expenses incurred in the course of their duties.
4. To maintain accurate records of business expenses for financial reporting and taxation purposes.
5. To minimise the risk of non-compliance with tax laws, fraud, and other financial irregularities.

Policy Requirements

Eligible Expenses

Employees can claim reimbursement for expenses that are necessary, reasonable, and directly related to the performance of their job responsibilities. Eligible expenses may include, but are not limited to:

- Travel expenses, such as airfare, accommodation, car rental, and public transportation.
- Meals and incidentals while on business travel or during business meetings.
- Office supplies and equipment.
- Professional development and training costs, such as course fees and materials.
- Business-related entertainment expenses, subject to prior approval.

Documentation and Receipts

Employees must provide original, itemised receipts for all expenses claimed, unless otherwise specified in this policy. Receipts must include the date, amount, and a description of the goods or services purchased.

For expenses incurred in a foreign currency, employees should also provide the exchange rate used for conversion or the relevant credit card statement.

Expense Approval and Submission

- All expense claims must be submitted using the company's designated expense management system or the approved expense claim form.
- Employees should submit their expense claims within 30 days of incurring the expense or within 14 days of returning from business travel.
- Claims must be approved by the employee's immediate supervisor or manager before being submitted for reimbursement.
- The Finance Department will review all claims for compliance with this policy and applicable tax laws. Any discrepancies or non-compliant claims may be returned to the employee for further clarification or adjustment.

Reimbursement

- Upon approval of the expense claim, the company will reimburse the employee within 10 business days.
- Reimbursements will be made via direct deposit into the employee's nominated bank account or through the company's payroll system, as appropriate.

Failure to comply with this policy may result in the denial of reimbursement claims and may lead to disciplinary action, up to and including termination of employment. Any instances of fraud or deliberate misuse of company funds will be treated as serious misconduct and may result in legal action.

The Director is responsible for communicating the Expense Claim Policy to all persons working for or on behalf of the organisation and making it available to interested parties.