

BUSINESS EXPENSES POLICY

INTRODUCTION

This policy applies to all employees of **Company name** ("the Company") and sets out our policy on when employees may incur business expenses, and the procedure for employees to be reimbursed.

Any expenses incurred by an employee must be reasonably incurred and only relate to the business of the Company. Expenses may only be incurred where authorised in advance by the Company (except where this policy provides an exception to this rule and/or you are provided with a different written direction by the Company, for example a written direction that you do not need to seek authority for expenses of \$100 or less).

Sometimes an employee may incur expenses themselves for which they will be reimbursed by the Company. In other situations the Company may incur the expense itself on the employee's behalf – for example where the Company books an employee's business accommodation, provides the employee with a Company credit card or where the Company is billed for an employee's mobile phone usage.

All employees are required to:

- Act honestly in respect of business expenses;
- Abide by the rules of this policy and any direction given by the Company;
- and
- Only incur expenses reasonably where necessary for the performance of their work duties and seek to keep costs at a reasonably low level.

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In so far as this policy imposes any obligations on the Company, those obligations are not contractual and do not give rise to any contractual rights. To the extent that this policy describes benefits and entitlements for employees, they are discretionary in nature and are also not intended to be contractual. The terms and conditions of employment that are intended to be contractual are set out in your written employment contract.

WHEN AUTHORITY OF THE COMPANY TO INCUR EXPENSES IS NOT REQUIRED

The Company must provide prior authority before employees may incur any expenses, except in the following circumstances:

- [Please insert, for example: Where the expense is less than \$100;
- Travel expenses to and from business meetings in the Sydney area;
- Client entertaining expenses of up to \$500;
- Stationery and other business equipment of up to \$100, etc]
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Where the Company provides authority for you to incur a business expense it may be subject to a cap. If you spend more than the cap the Company reserves the right to refuse to reimburse you for any amounts over the cap.

Where an employee incurs expenses without prior authority, the Company reserves the right to refuse to reimburse the employee for the expenses.

WHAT EXPENSES MAY BE CLAIMED

As a general guide, the following types of business expenses may be claimed by an employee:

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- [Please insert, for example:] Business accommodation;
- Business travel;
- Client / team entertainment costs;
- Business stationery
-

WHAT EXPENSES CAN NOT BE CLAIMED

The following expenses can not be claimed:

- [Please insert, for example:] Personal purchases and personal travel
- Normal travel to and from work
- Fines incurred while driving a company vehicle
- Non-business subscriptions or training
- Hotel mini-bar costs
- Lost items (eg luggage, etc)
- Expenses incurred by spouses / partners or other non-employees who accompany our employees on business trips
- Service upgrades (eg to business class travel)
-

PROCESS FOR SEEKING REIMBURSEMENT

Employees must obtain and keep all receipts for any expenses incurred. Where a physical receipt is not available (for example, in relation to some online purchases) the employee must take a screen shot or other record of the expense incurred.

All receipts and records must show the relevant amount of tax included in the purchase.

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All expense claims must be submitted to the Company promptly and in any event by no later than [please insert] days after the expense has been incurred.

The Company reserves the right to refuse to reimburse any expenses submitted outside of this timeframe or where a receipt or other record is not provided.

The process for submitting expenses is as follows: [please insert details of who the expenses should be provided to, whether there is a specific form or online portal to be used, etc]

EXPENSES INCURRED BY THE COMPANY ON AN EMPLOYEE'S BEHALF

Where the Company has agreed to incur expenses on an employee's behalf – for example where the Company books an employee's business accommodation, provides the employee with a Company credit card or where the Company is billed for an employee's mobile phone usage – this policy also applies to those expenses (except where the employee is informed otherwise in writing).

The Company only agrees to incur such expenses where they are necessary for the performance of an employee's work duties and kept to a reasonable level.

Employees should not cause the Company to incur any expenses in relation to personal purchases (for example, they should not use a corporate credit card for personal expenditure or a company mobile phone for personal calls, etc).

Where an employee causes the Company to incur expenditure otherwise than in accordance with this policy the Company will require the employee to repay the relevant amounts to the Company.

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CONSEQUENCES OF BREACHING THIS POLICY

Where employees breach this policy they may be subject to disciplinary action up to and including termination of employment. They may also be required to repay to the Company any amounts incurred otherwise than in accordance with this policy. In appropriate circumstances a matter may be reported to the police where, for example, it appears an employee has acted fraudulently in respect of expenses.

OTHER POLICIES

Employees are encouraged to read this policy in conjunction with other relevant Company policies, including:

- Code of Conduct

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