

Monash University Procedure

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| Procedure Title | <u>Reimbursements Procedures (Australia only)</u> |
| Parent Policy | Reimbursements Policy (Australia Only) |
| Date Effective | 15-February-2011 |
| Review Date | 15-February-2014 |
| Procedure Owner | Executive Director, Finance Services |
| Category | Operational Procedure |
| Version Number | 1.0 |
| Content Enquiries | Finance Policy , adm-PolicyBank@monash.edu |
| Scope | <p>All Monash University expenditure regardless of funding source, including the following types of commitments:</p> <ul style="list-style-type: none"> •Letters of intent •Heads of agreement •Memorandum of understanding •Purchase orders •Oral commitments •Formal contracts <p>All campuses except Malaysia All staff</p> |
| Purpose | To ensure that the procurement of all goods and services is conducted in an honest, competitive, fair and transparent manner that delivers the best value for money outcome whilst at the same time protecting the reputation of the University, taking into account the required specification, quality, service, delivery, reliability, environmental and social issues and the total cost of ownership. |
| PROCEDURE STATEMENT | |

1. Requesting an Out-of-Pocket Reimbursement Online

The claimant must do the following:

- login to Concur, in an Expense Report create a transaction in the amount of the out-of-pocket expense, and allocate the transaction to an expense type, cost centre and fund;
- if necessary, acquit any corporate credit card transactions and cash advances at this time via the same Expense Report;
- upload and attach tax invoices - if no tax invoice is available, a statutory declaration must be completed and attached to the Expense Report; and
- submit the Expense Report for online approval via Concur.

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Responsibility

Claimant

The Expense Approver must then review the Expense Report via Concur. If the report is unsatisfactory (i.e. it contravenes the Reimbursements Policy), it must be returned via Concur, along with a comment, to the claimant. If satisfactory, the report must be approved via Concur.

Responsibility

Expense Approver

The Expense Management team reviews the Expense Report and supporting documentation and approves it for import into SAP.

Responsibility

Expense Management team, Purchase to Payment Services

2. Requesting an Out-of-Pocket Reimbursement with Expense Management team or delegate support

The claimant must put all tax invoices into an Expense Management envelope, along with a completed Expense Management form, and forward it to the Expense Management team, Purchase to Payment Services, or the relevant departmental delegated officer.

Responsibility

Claimant

The Expense Management team member or departmental delegated officer must then do the following:

- login to Concur as a delegated officer, in an Expense Report create transactions in the amount of the out-of-pocket expenses, and allocate the transactions to an expense type, cost centre and fund;
- upload and attach tax invoices - if no tax invoice is available, the claimant must be contacted and asked to complete a statutory declaration, which, when received, is attached to the Expense Report; and
- submit the Expense Report for online approval via Concur.

Responsibility

Expense management team or departmental delegated officer

The Expense Approver must then review the Expense Report via Concur. If the report is unsatisfactory (i.e. it contravenes the Reimbursements Policy), it must be returned via Concur, along with a comment, to the Expense Management team member or departmental delegated officer. If satisfactory, the report must be approved via Concur

Responsibility

Expense Approver

The Expense Management team reviews the Expense Report and supporting documentation and approves it for import into SAP.

Responsibility

Expense Management team, Purchase to Payment Services

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3. Requesting a Reimbursement for a Student

The student must, with the support of a departmental finance officer, complete the Student Reimbursement Claim form and forward this form along with supporting documentation to Accounts Payable, 710 Blackburn Rd.

Responsibility

Claimant

Accounts Payable must then process the claim in the next payment run.

Responsibility

Accounts Payable

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| Responsibility for implementation | Senior Vice-President and Chief Financial Officer Executive Director, Finance Services |
| Status | Revised |
| Approval Body | Name: Senior Vice-President and Chief Financial Officer Date: 15-January-2011 Author: Executive Director, Finance Services |
| Definitions | Expense Approver: ESS approving officer for the relevant cost centre with a financial delegation equivalent to the highest single spend allowable under the credit card holder's Point of Sale Control profile. Expense Report: Report in Concur that allows staff to acquit their corporate credit card spend and apply for out-of-pocket reimbursements and cash advances. Concur: The University's online expense management system. Expense type: A category of spend that reflects the University's General Ledger account codes. Departmental delegated officer: The officer who has been set up by the Expense Management team as a delegate for the acquittal of another staff member's Monash University Corporate Credit Card. |
| Legislation Mandating Compliance | |
| Related Policies | Financial Delegation Credit Card |
| Related Documents | Conduct and Compliance Procedure - Acceptance of Gifts, Benefits and Hospitality |