Monash University Policy

<table>
<thead>
<tr>
<th>Policy Title</th>
<th>Reimbursements Policy (Australia Only)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date Effective</td>
<td>28-October-2016</td>
</tr>
<tr>
<td>Review Date</td>
<td>28-October-2019</td>
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<tr>
<td>Policy Owner</td>
<td>Executive Director, Finance Services</td>
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<tr>
<td>Category</td>
<td>Operational</td>
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<tr>
<td>Version Number</td>
<td>2.1</td>
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<tr>
<td>Content Enquiries</td>
<td><a href="mailto:Finance-policy@monash.edu">Finance-policy@monash.edu</a></td>
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Scope

Purpose

To ensure that all reimbursements of Monash University business expenses comply with legislative requirements and are completed in the most efficient and effective manner that takes account of fraud risk.

POLICY STATEMENT

Expenditure that is incurred by employees for official University business activities will be reimbursed where appropriate authorisation has been provided. The invoice detailing purchases and proof of payment must be provided in order to support the reimbursement claim, and ensure that no future reimbursement can be claimed.

The University will, in limited circumstances, make reimbursements to individuals other than employees. Reimbursements will not be granted for:

- claims made more than 12 months after the date the expense was incurred, unless evidence of exceptional circumstances is provided to the Executive Director, Finance Services;
- for purchases of goods and/or services from University staff or their family members;
- for fines incurred by staff, students or visitors to the University - fines incurred, even while on University business, are the responsibility of the person who has incurred the fine;
- personal expenditure;
- asset acquisitions over $5000;
- contractor payments;
- repetitive procurement which could be set up as a purchase order;
- the purchase of goods subject to purchase requisition release control;
- cash advances, over-the-counter cash withdrawals, ATM transactions or the purchase of bank cheques, travelers' cheques or foreign currency;
- the purchase of IT equipment of a value greater than $300;
- purchases from Monash University;
- Airline club memberships; or
- University parking permits.
Reimbursements will be made through Electronic Funds Transfer. Reimbursements to staff will only be made to the staff member’s nominated salary bank account.

| Supporting Procedures | Reimbursements: Petty Cash Procedures (Australia only)  
Reimbursements Procedures (Australia only)  
Reimbursements: Cash Advances Procedures (Australia only) |
|-----------------------|---------------------------------------------------------|
| Responsibility for implementation | Senior Vice-President and Chief Financial Officer  
Executive Director, Finance Services  
Manager, Payment and Logistic Services |
| Status | Revised |
| Approval Body | Name: Senior Vice-President & CFO  
Date: 23-May-2012 |
| Endorsement Body | Name: Executive Director, Corporate Finance Division  
Date: 22-May-2012 |
| Definitions | **Reimbursement**: The repayment of expenditure incurred by an officer of the University.  
**Appropriate authorisation**: The empowerment of an officer of the University to approve expenditure incurred by another officer of the University with an appropriate financial delegation.  
**Expenses associated with official University business activities**: Expenses that are for official purposes and are necessary for a staff member’s work as a Monash employee.  
**Individuals other than employees**: Visiting academics, students and other non-staff who have been advised by the University that Monash will meet certain costs associated with their University-related activities. |
| Legislation Mandating Compliance | Financial Management Act 1994 (s.44 Accounts to be kept) |
| Related Policies | Procurement Policy  
Vendor Payments Policy (Australia only)  
Goods and Services Tax (Australia) Policy  
Fringe Benefits Tax (Australia) Policy  
International Staffing and Mobility Policy  
Conduct and Compliance Policy |
| Related Documents |  |