



# Reimbursement Procedures

- OVERVIEW
- SCOPE AND APPLICATION
- PRINCIPLES
- PROCEDURES
- DEFINITIONS

## OVERVIEW

It is preferable that all University-related expenditure is made using approved University purchasing methods i.e. on a University corporate credit card or via a Requisition in eProcurement, however the University recognises that in some circumstances this is not always practical.

These procedures, which form part of the [Financial Management Policy & Procedures](#), prescribe the process for reimbursing staff or students when personal funds are used for approved University purposes. This procedure should be read in conjunction with the [Non-allowable Expenses Procedures](#).

## SCOPE AND APPLICATION

These procedures apply to:

- University staff and students seeking reimbursement regardless of source of funding
- Approvers of the reimbursement claim.

These procedures do not apply to:

- reimbursement for expenses incurred on behalf of the University by non-staff (e.g. visitors); such costs may only be reimbursed by way of an invoice to the University or use of the [Other Payments Form](#) and are subject to approval
- reimbursement for use of private motor vehicles by staff or students on University business; such costs must be claimed as a [Motor Vehicle Allowance](#)
- refunds to customers, e.g. when a customer invoice is overpaid (even if the customer is a staff member or student); these are processed in accordance with the [Revenue & Debtor Management Procedures](#).

## PRINCIPLES

- Where possible, staff and students should avoid using personal funds for University-related expenditure and utilise existing University [purchasing methods](#)
- To ensure reimbursement will be approved, expenditure should only be incurred in accordance to these procedures and by referring to the [Non-allowable Expenses Procedures](#)
- The University will not reimburse staff or students for non-compliant out of pocket expenses, or where an existing purchasing method / service could have been used.

## PROCEDURES

Payment method	All reimbursements are paid via Electronic Funds Transfer (EFT). Payments by cash or cheque will not be made at any time.
To update bank details	<ul style="list-style-type: none"><li>• Staff – via <a href="#">SSO</a></li><li>• Students – via <a href="#">Bank Details</a> portal (Australian bank accounts only)</li></ul>
Foreign currency	<ul style="list-style-type: none"><li>• Claims are converted to AUD using University conversation rates or by providing a copy of the credit / bank statement for the day the expense occurred.</li><li>• Expenditure incurred in foreign currency will be reimbursed in Australian Dollars (AUD).</li></ul>
Claim process	<p>a) Complete the <a href="#">Reimbursement Form</a> following the steps in the <a href="#">guide</a></p> <p>b) Attach all supporting documentation</p> <p>c) To cancel a reimbursement claim email <a href="mailto:emsacquittals@adelaide.edu.au">emsacquittals@adelaide.edu.au</a></p> <p>Once the claim has been approved, reimbursement will be paid into the nominated bank account in the next weekly payment run.</p>
Supporting documentation	Expenses must be supported by a valid tax invoice / receipt or if unavailable, by completing a <a href="#">Lost or Unobtainable Tax Invoice or Receipt Declaration</a> .
Approval (Business Reviewer)	The approver must be the claimants Line Manager (Staff) or Supervisor (Students) or Chief Investigator (grant expenditure). Approvers must validate e-form details, review department and project code (coding) and confirm the expenditure is appropriate. Refer to <a href="#">guide</a> .
Time limitations	Reimbursements must be claimed within 12 months of the date the expenditure was incurred. Claims outside of this timeframe will be declined unless extenuating circumstances apply; details of which should be included on the claim.
Expense payment benefit declaration and Fringe Benefits Tax (FBT)	<p>Some purchases may be for University purposes but be regarded by the Australian Taxation Office as providing a fringe benefit to the staff member, and may result in an FBT liability to the University.</p> <p>To assist with the identification of such purchases, employees seeking reimbursements for the following must declare the percentage of the expenditure that was for business purposes on the <a href="#">Reimbursement form</a>; only the business component of the expenditure will be reimbursed;</p> <ul style="list-style-type: none"><li>• work-related organisational memberships,</li><li>• work-related subscriptions,</li><li>• work-related books, or</li><li>• work-related self-education costs (excluding HECS-HELP reimbursements, which cannot be exempted from FBT).</li></ul>

## DEFINITIONS

### Claimant

The staff member or student seeking the reimbursement of out of pocket expenses.