



Reimbursement Procedures

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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">• Staff – via SSO• Students – via Bank Details portal (Australian bank accounts only)
Foreign currency	<ul style="list-style-type: none">• 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.• Expenditure incurred in foreign currency will be reimbursed in Australian Dollars (AUD).
Claim process	<p>a) Complete the Reimbursement Form following the steps in the guide</p> <p>b) Attach all supporting documentation</p> <p>c) To cancel a reimbursement claim email emsacquittals@adelaide.edu.au</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 Lost or Unobtainable Tax Invoice or Receipt Declaration .
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 guide .
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 Reimbursement form; only the business component of the expenditure will be reimbursed;</p> <ul style="list-style-type: none">• work-related organisational memberships,• work-related subscriptions,• work-related books, or• work-related self-education costs (excluding HECS-HELP reimbursements, which cannot be exempted from FBT).

DEFINITIONS

Claimant

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