



# Reimbursement Procedure

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## OVERVIEW

It is preferable that all University-related expenditure is made using approved University purchasing methods however, the University recognises that in some circumstances this is not always practical. This document sets out the procedures for reimbursing staff or students when personal funds are used for approved University purposes.

## SCOPE

This procedure applies to the reimbursement of eligible expenditure incurred by staff or students only.

This procedure does not cover:

- reimbursement for expenses incurred on behalf of the University by people who are not staff or students (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 & Debt Management Procedures](#).

## DEFINITIONS

<b>Claimant</b>	The staff member or student seeking the reimbursement of out of pocket expenses
<b>Approver</b>	The Claimant's Line Manager (staff) Supervisor (students) or Chief Investigator (CI) for grant expenditure

## PRINCIPLES

### 1. General Principles

- a) Where possible, staff and students should avoid using personal funds for University-related expenditure and utilise existing University [purchasing methods](#)
- b) To ensure reimbursement will be approved, expenditure should only be incurred in accordance to these procedures.

## 2. Non-compliant expenses

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 e.g. eProcurement or the corporate credit card.

The following table shows examples of expenses that will not be reimbursed, noting that this list is not exhaustive.

<p>Private expenses relating to travel &amp; entertainment</p> <p>Also refer to <a href="#">Travel &amp; Entertainment Procedure</a></p>	<ul style="list-style-type: none"><li>• Leisure activities additional to conference costs (excluding workshops/training sessions)</li><li>• Optional extras at hotels e.g. spa treatments, hairdressers, in-house movies</li><li>• Personal items whilst travelling e.g. make up, over the counter medicines, toiletries and clothing</li><li>• Valet parking</li><li>• Travel insurance premiums</li><li>• Expenses incurred by a partner or family members</li><li>• Payment of fines, penalties, late or “no show” fees</li><li>• Fuel costs or repairs to personal vehicles used on approved University business</li><li>• Commuting costs between home and the University i.e. your normal place of work</li></ul>
<p>Personal costs</p>	<ul style="list-style-type: none"><li>• Subscriptions to newspapers or non work related reading material</li><li>• Mobile phone / internet expenses – costs will only be reimbursed if an extra cost has been incurred and substantiation of the extra cost is provided (e.g. University related calls / data usage have caused additional costs over the Claimants usual plan) – refer to <a href="#">guide</a> for further information.</li></ul>
<p>Existing purchasing methods / services</p>	<ul style="list-style-type: none"><li>• Goods and services acquired from a non preferred supplier, where there is an existing University mandated <a href="#">preferred supplier</a> unless an <a href="#">exemption</a> has been approved</li><li>• University assets (as defined in the <a href="#">Financial Management of Assets Procedure</a>)</li><li>• Expenditure related to use of a University vehicle which could have been made using a University motor charge card (as defined in the <a href="#">Motor Vehicle Procedures</a>).</li><li>• Purchases from multi-vendor websites (e.g. eBay) unless an <a href="#">exemption</a> has been approved or goods which are illegal in South Australia (e.g. some laser pointers).</li></ul>

## 3. Expense payment benefit declaration and FBT

Some purchases may be for University purposes but be regarded by the Australian Taxation Office as providing a fringe benefit to the staff member. This may result in a Fringe Benefits Tax (FBT) liability to the University.

To assist with the identification of purchases which may make the University liable for FBT, employees seeking reimbursements for the following must declare the percentage of the expenditure that was for business purposes on the online [Reimbursement form](#); only the business component of the expenditure will be reimbursed;

- 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)

## PROCEDURES

Payment method	All reimbursements are paid via Electronic Funds Transfer (EFT). Payments by cash or cheque will not be made at any time.
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 the system conversation rate or by providing a copy of the credit / bank statement for the day the transaction occurred.</li><li>• Expenditure incurred in foreign currency will be reimbursed in Australian Dollars (AUD).</li></ul>
Payment process	<ul style="list-style-type: none"><li>• Non-cardholders – submit an online <a href="#">reimbursement form</a>.</li><li>• University corporate credit cardholders – raise an expense reimbursement through Fraedom.</li></ul> <p>See below for procedure.</p>
Time limitations	Reimbursements must be claimed within 6 months of the date the expenditure was incurred. Claims outside of this timeframe will be declined.
Supporting documentation	Expenses must be supported by a valid tax invoice / receipt or by completing a <a href="#">Lost or Unobtainable Tax Invoice or Receipt Declaration</a> .

### **1. Submit a reimbursement via the online Reimbursement Form (non-cardholders)**

#### ***Responsibility: Staff member or student***

- a) Complete the [Reimbursement Form](#) following the steps in the [guide](#)
- b) Attach all supporting documentation
- c) To cancel a reimbursement claim email [emsacquittals@adelaide.edu](mailto:emsacquittals@adelaide.edu).

### **2. Submit a reimbursement claim via the Expense Management System (cardholders)**

#### ***Responsibility: Cardholder / nominee***

- a) Create an Expense Reimbursement following the steps in the [guide](#)
- b) Upload and link supporting documentation
- c) To cancel a reimbursement claim email [corporate.cards@adelaide.edu.au](mailto:corporate.cards@adelaide.edu.au).

Once the claim has been approved, reimbursement will be paid into the nominated bank account in the next weekly payment run.