

UoA Non-allowable Expenses Procedures effective 1st January 2021

Whilst the University's policies, procedures and [Code of Conduct](#) do not provide explicit guidance on what might represent an appropriate gift or expense, in various places they do provide guidance for making decisions to commit University resources.

The overarching principles are:

- Staff are expected to exercise reasonable judgement on what's appropriate at the time, particularly whilst travelling;
- Corporate credit cards must only be used for legitimate expenditure that is reasonably necessary for the operation of the University;
- Use University resources in a responsible manner, and for their proper purpose; and
- Goods and services must only be purchased to support a University activity, and not for the benefit of individual staff members or external entities.

These procedures, which form part of the [Financial Management Policy & Procedures](#) is intended to support existing procedures by providing some practical examples of expenses that are considered non-allowable (or personal in nature), exceptions to these categories which are allowable, and reasonable expenditure thresholds for gifts and entertainment.

Expense Category	Non-allowable expense	Reason	Exceptions	Policy / procedure reference & notes
Benefit	Donations in any form made to any political party or political association	Personal expense		Related procedure – Corporate Credit Card Procedures
Benefit	Fines including: <ul style="list-style-type: none"> • parking • speeding • tow away charges • late or “no show” fees 	Personal expense		Drivers in charge of a University vehicle or vehicle hired on behalf of the University, are personally responsible for the payment of fines or infringements incurred whilst in possession of the vehicle. Travellers are personally responsible for late or “no show” fees. Related policy / procedures - <ul style="list-style-type: none"> • Motor Vehicle Procedures • Reimbursement Procedure • Travel & Entertainment Policy & Procedures
Benefit	Fuel charges including repairs or breakdown costs whilst using a private vehicle for approved University business	Claimed as an allowance		The cost of any loss or damage to a private vehicle incurred while being driven on University business remains the responsibility of the vehicle owner.

Expense Category	Non-allowable expense	Reason	Exceptions	Policy / procedure reference & notes
				Staff and students can claim an allowance to compensate for the usage of a private vehicle. Related procedures - Motor Vehicle Procedures
Benefit	Subscriptions to periodicals, digital or TV subscriptions e.g. Foxtel or Netflix or sporting clubs not related to University business	Personal expense	Work related organisational memberships or subscriptions.	Some purchases may be for University purposes but be regarded by the Australian Tax Office (ATO) as providing a fringe benefit to the staff member. Staff must declare the percentage of the expenditure and only the business component will be reimbursed. Related procedure – Reimbursement Procedure
Benefit	Office furniture / equipment for private use e.g. home office desk	Personal expense		Related procedures – <ul style="list-style-type: none"> • Reimbursement Procedure • Corporate Credit Card Procedures Refer to ATO Home office Expenses
Benefit	Medical Expenses	Personal expense	<ul style="list-style-type: none"> • Vaccinations and other precautions recommended for University related business travel • Flu vaccinations as part of the University's Flu Vaccination Program. 	Travellers should seek Medicare cover reimbursement before claiming any out of pocket expenses. Related policy / procedures - <ul style="list-style-type: none"> • Travel & Entertainment Policy & Procedures • Corporate Credit Card Procedures • Reimbursement Procedure Medical treatment while overseas must be claimed through the University's Travel Insurance .
Gifts	Flowers	Personal expense	<ul style="list-style-type: none"> • Flowers for official University functions and ceremonies • Flowers for donors and guest speakers on behalf of the University up to \$250 (inc. GST) 	The name of the recipient/s must be recorded. Related policy / procedures – <ul style="list-style-type: none"> • Travel & Entertainment Policy & Procedures • Corporate Credit Card Procedures

Expense Category	Non-allowable expense	Reason	Exceptions	Policy / procedure reference & notes
			<ul style="list-style-type: none"> Flowers sent on behalf of the University on the birth or adoption of a child up to \$110 (inc. GST) Flowers sent on behalf of the University for serious illness, hospitalisation or death up to \$110 (inc. GST). 	
Gifts	Gifts for non-business related event / activity e.g. birthday	Personal expense	<ul style="list-style-type: none"> Gifts and rewards given on behalf of the University up to \$300 (inc. GST) Gifts given to non-staff e.g. keynote speaker up to \$250 (inc. GST) Prize / participation award - gift card up to the value of \$50. 	<p>The name of the recipient/s must be recorded.</p> <p>Related policy / procedures –</p> <ul style="list-style-type: none"> Travel & Entertainment Policy & Procedures Corporate Credit Card Procedures Gift Card Procedure
Meal & Entertainment	Coffee (or other non-alcoholic beverages)	Personal expense	<ul style="list-style-type: none"> Meeting with external business associate Offsite workshop / conference with other staff. 	<p>Meal & entertainment costs provided for a work-related purpose should be paid on a corporate credit card.</p> <p>Related policy / procedures –</p> <ul style="list-style-type: none"> Travel & Entertainment Policy & Procedures Corporate Credit Card Procedures
Meal & Entertainment	Entertainment of family or friends Also see Spouse, Partner and dependants under Travel Expenses	Personal expense	Legitimate entertainment expenses on behalf of the University can include staff, associates* and students.	<p>Entertainment costs of family/partners and friends are at the personal expense of the staff member. Where split charging is not available the staff member must pay in full with private funds and seek reimbursement of the business related portion. The corporate credit card must not be used. Fringe Benefits Tax (FBT) is applicable to staff and associates*.</p> <p>Related policy / procedures –</p> <ul style="list-style-type: none"> Travel & Entertainment Policy & Procedures Corporate Credit Card Procedures

Expense Category	Non-allowable expense	Reason	Exceptions	Policy / procedure reference & notes
Meal & Entertainment	Meal expenses	Personal expense	<ul style="list-style-type: none"> Whilst travelling away from home on behalf of the University Legitimate entertainment of visitors on University business e.g. a meal at a restaurant, can include staff, associates* and students Occasional work related entertainment e.g. Executive Management meet over lunch to discuss University business External training workshops / overnight conferences Onsite catering for meetings that run over lunch. 	<p>All meal expenses must be reasonable and in line with ATO guidelines for the lowest salary band according to the destination.</p> <p>Whilst modest consumption is permitted, excessive meal expenses including inappropriate alcohol costs, could result in the amount being charged back to the staff member/s.</p> <p>FBT is applicable to staff and associates*.</p> <p>Related policy / procedures –</p> <ul style="list-style-type: none"> Travel & Entertainment Policy & Procedures Corporate Credit Card Procedures
Meal & Entertainment	Staff functions for non-business related event or social activity	Personal expense	<p>Modest contribution to events such as:</p> <ul style="list-style-type: none"> Morning / afternoon tea for new staff and farewells Ad-hoc team lunch / dinner to celebrate a project milestone Entertainment of staff to recognise and reward achievements. <p>End of year function – modest contribution to one end of year event for food and venue hire – up to \$75 per staff member (inc. GST). FBT is applicable to the amount paid by the University.</p>	<p>Meal & entertainment costs provided for a work-related purpose should be paid on a corporate credit card.</p> <p>Staff are permitted time off to attend an end of year function, if during work hours, but not time off in lieu of not attending.</p> <p>Where possible University staff functions and events should be held at the National Wine Centre (NWC) as FBT does not apply to the staff attending – refer to guide. This FBT-free status is only applicable for functions or events invoiced by the NWC (does not apply to other suppliers even if the event is held at the NWC).</p> <p>Related policy / procedures –</p> <ul style="list-style-type: none"> Travel & Entertainment Policy & Procedures Corporate Credit Card Procedures
Meal & Entertainment	Tipping		Certain situations or locations where it is culturally expected and appropriate.	Tipping will only be accepted where it is culturally expected (e.g. USA). Tipping in Australia is generally not expected.

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				<p>Tips and gratitude's may be paid with the corporate credit card where a set percentage service charge is added to the bill.</p> <p>Inappropriate or excessive tipping will require justification and may result in reimbursement to the University by the staff member.</p> <p>Related policy / procedures –</p> <ul style="list-style-type: none"> • Travel & Entertainment Policy & Procedures • Corporate Credit Card Procedures
Telecommunication Costs	Mobile phone and home internet expenses	Personal expense	<ul style="list-style-type: none"> • Additional costs incurred by the staff member due to University related business • Mobile phones / plans paid for by the University. 	<p>Mobile phone / internet expenses 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).</p> <p>Related procedure – Reimbursement Procedure</p>
Travel Expenses	Business class and premium economy class airfare (including extra costs associated with selecting preferred seats)	<p>Standard University travel is economy class (and, where practicable, best fare of the day)</p> <p>Additional costs associated with preferred seating on flights will be at the personal cost of the traveller</p>	Premium economy, business or first class may only be booked with the written approval of an authorised delegate.	<p>Any class of travel other than economy class must be pre-approved and booked directly with FCM Travel.</p> <p>Related policy / procedures -</p> <ul style="list-style-type: none"> • Travel & Entertainment Policy & Procedures • Corporate Credit Card Procedures
Travel Expenses	Excess baggage and customs	Personal expense	Excess baggage and / or customs charges directly associated with University owned goods.	<p>Related policy / procedures -</p> <ul style="list-style-type: none"> • Travel & Entertainment Policy & Procedures • Corporate Credit Card Procedures

Expense Category	Non-allowable expense	Reason	Exceptions	Policy / procedure reference & notes
Travel Expenses	Frequent flyer and airline lounge memberships	Personal expense	Staff travelling at least 5 times a year and at the discretion of, and written approval of, an authorised delegate.	<p>Loyalty and frequent flyer programs must not be paid using University funds (including consulting accounts).</p> <p>Airline lounge memberships (e.g. Qantas Club or Virgin Lounge) are at the personal cost of the traveller (exceptions permitted).</p> <p>Discounted rates are available for staff to purchase (see Travel webpage)</p> <p>Related policy / procedures -</p> <ul style="list-style-type: none"> • Travel & Entertainment Policy & Procedures • Corporate Credit Card Procedures
Travel Expenses	Hotel minibar and in-house movies	Personal expense	Bottled water from the minibar.	<p>Related policy / procedures -</p> <ul style="list-style-type: none"> • Travel & Entertainment Policy & Procedures • Corporate Credit Card Procedures
Travel Expenses	Laundry and dry cleaning	Personal expense	Travelling more than 4 nights / 5 days (i.e. standard business week) or required due to climatic conditions.	<p>Related policy / procedures -</p> <ul style="list-style-type: none"> • Travel & Entertainment Policy & Procedures • Corporate Credit Card Procedures
Travel Expenses	Parking costs	Personal expense	<ul style="list-style-type: none"> • Whilst travelling away from home on behalf of the University (excludes valet parking) • When using private vehicle to attend off-site / after-hours meeting where you would not normally drive to work. 	<p>Travel to and from work is a personal expense. Parking at your principal place of employment is a personal expense whether a casual, fixed term or continuing employee.</p> <p>Related procedures -</p> <ul style="list-style-type: none"> • Travel & Entertainment Policy & Procedures • Corporate Credit Card Procedures • Reimbursement Procedure
Travel Expenses	Passports & visas	Personal expense	Visas required for University related business travel purchased through, or as advised by, FCM Travel.	<p>Traveller is responsible for own passport status including the cost of renewals and passport photos.</p> <p>Related policy / procedures -</p> <ul style="list-style-type: none"> • Travel & Entertainment Policy & Procedures • Corporate Credit Card Procedures

Expense Category	Non-allowable expense	Reason	Exceptions	Policy / procedure reference & notes
Travel Expenses	Personal clothing or apparel	Personal expense	Personal Protective Equipment (PPE) as mandated by the University, Government regulations or location.	Mandated personal protective equipment must be purchased through the eProcurement System (unless urgently required whilst travelling). Related policy / procedures - <ul style="list-style-type: none"> • HSW Handbook • Purchasing Procedures • Travel & Entertainment Policy & Procedures • Corporate Credit Card Procedures • Reimbursement Procedure
Travel Expenses	Personal Entertainment e.g. <ul style="list-style-type: none"> • movies / games • health club (spa treatments & massages) • optional conference activities not included in conference fee • in-room internet and phone calls 	Personal expense	Business related costs.	Related policy / procedures - <ul style="list-style-type: none"> • Travel & Entertainment Policy & Procedures • Corporate Credit Card Procedures
Travel Expenses	Personal items e.g. <ul style="list-style-type: none"> • toiletries • reading material (paper, magazines and books) • electrical items • luggage or extra bags 	Personal expense	Specialist luggage required for University owned equipment.	Travelling on University business does not justify using University funds for personal items which you would otherwise purchase whilst not travelling. Related policy / procedures - <ul style="list-style-type: none"> • Travel & Entertainment Policy & Procedures • Corporate Credit Card Procedures • Reimbursement Procedure
Travel Expenses	Private travel incorporated into business travel	Personal expense		If any private travel component is 50% or more of the total travel, FBT is payable on 50% of the airfare as the trip is deemed to have dual purpose, business and private. To eliminate the University's FBT liability, travellers must: <ul style="list-style-type: none"> • Submit a travel diary; • Reduce the private days to less than 50% of the total travel, or • Pay 50% of the airfare upfront to FCM Travel at the time of booking.

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				<p>Note: if no payment is made towards the airfare at the time of booking, the traveller will be invoiced for the amount. If no payment is received by the due date, the FBT liability will be charged back to the Faculty / Division.</p> <p>Related policy / procedures -</p> <ul style="list-style-type: none"> • Travel & Entertainment Policy & Procedures • Corporate Credit Card Procedures <p>Staff incorporating private travel must have approved leave submitted through Staff Services Online.</p>
Travel Expenses	Spouse, Partner and dependants	Personal expense	Dependant Travel Scheme	<p>Funding support may be made available (upon application) to eligible staff as a contribution to the travel costs of the dependant relative or a carer, or to employ a carer at the conference location – refer to Dependant Travel Scheme</p> <p>Private travel costs of family/partners (with the exception above) are at the personal expense of the staff member. Where split charging is not available the staff member must pay in full with private funds and seek reimbursement of the business related portion. The corporate credit card must not be used.</p> <p>Related policy / procedures -</p> <ul style="list-style-type: none"> • Travel & Entertainment Policy & Procedures • Corporate Credit Card Procedures • Reimbursement Procedure

*An “associate” is broadly defined in the Income Tax Act, examples of “associates” of an employee include;

- Spouses (married or de facto)
- Relatives (which includes parents, grandparents, brothers, sisters, uncles, aunts, nephews, nieces, step children or adopted children of the individual or the individual or the individual's spouse)
- The spouse of a child of a relative
- A partner in a partnership in which the employee is a partner
- A trustee of a trust where the employee or associate of the employee is a beneficiary or potential beneficiary of that trust, and
- A company controlled by the employee or an associate of an employee.