

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 sometimes the conduct of University business is expedited by timely use of personal funds by staff and students. This document sets out the procedures for the reimbursement of expenditure incurred by staff or students from their personal funds used for approved University purposes.

DEFINITIONS

Line Manager – Someone in a School / Faculty / Division / Branch who is the Requestor's immediate supervisor.

SCOPE

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

The [Petty Cash Procedures](#) provide an **alternative** reimbursement process for expenditure of up to \$100 (or lesser amount as set by the relevant Faculty Finance and Planning Manager or Manager, Division Finance).

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](#)
- payments to students or staff of any allowances or advances including living allowances and stipends: such payments are to be processed using the [Other Payments Form](#) and are subject to approval; and
- 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 [Invoicing and Cash Receipting Procedures](#).

PRINCIPLES

1. General principle

Staff and students should, where possible, avoid using personal funds for University-related expenditure.

Purchases should be made in accordance with purchasing methods contained within the [Purchasing Procedures](#) either via eProcurement or use of a University Corporate Credit Card in accordance to the [Credit Card Procedures](#).

For staff and students on University-related travel, the [Travel and Entertainment Policy and Procedures](#) apply. Use a University Corporate Credit Card wherever possible; and claim an incidental allowance, where appropriate, to cover the cost of low value expenses (Procedure 8.1, Travel & Entertainment Policy and Procedures).

2. Integrity

If using personal funds for University-related expenditure is unavoidable, staff and students making such expenditure must act with integrity and honesty and in accordance with the principles of the [Code of Conduct](#) and the [Financial Management Policy](#).

3. University purposes and approval

Only approved expenditure for reasonable, lawful University purposes may be reimbursed.

The reimbursement must be approved by the Requestor's Line Manager in the relevant faculty or division.

Staff must not approve their own reimbursements, or those of individuals to whom they report.

3.1. Ineligible expenditure – private expenses

Examples of expenditure which is ineligible for reimbursement, as it is essentially of a personal nature, are given below. This list is not exhaustive.

- i. As per the [Travel and Entertainment Policy and Procedures](#), expenditure on personal matters associated with travel is not regarded as a reasonable University expense. This includes:
 - personal entertainment e.g., movies, games, health club, and optional conference activities not included in the general conference fee (but not additional workshop/training sessions).
 - valet parking (alternative parking should be used if required)
 - frequent flyer memberships as per the [Travel and Entertainment Policy and Procedures](#)
 - travel insurance premiums (travel on University business is covered by University insurance)
 - out of pocket expenses already covered by payment of an incidental expenses allowance
 - costs incurred by failure to cancel transportation or hotel reservations
 - expenses incurred on behalf of a partner or other family members
 - passports
 - personal items such as toiletries and clothes.
- ii. Traffic and parking violation fees, wherever incurred
- iii. Repairs to personal vehicles used for approved University travel
- iv. Commuting costs between home and the University
- v. Subscriptions to newspapers

- vi. Mobile phone expenses will only be reimbursed if there is an extra cost incurred and substantiation of the extra cost is provided (e.g. University related calls have caused additional costs over the claimants usual phone plan).

3.2. Ineligible expenditure – alternative University purchase process available

Reimbursements are not available to staff or students for personal funds used to purchase goods or services that can be purchased directly by the University under the [Purchasing Procedures](#), [Credit Card Procedures](#) or the [Travel and Entertainment Policy and Procedures](#), or via other University services (e.g., University mail service via Campus Services), or which are to be purchased pursuant to a staff [salary packaging](#) arrangement.

Examples of expenditure in this category which is ineligible for reimbursement are given below. This list is not exhaustive.

- i. Flights on approved University business that is not booked via Campus Travel.
- ii. Goods and services acquired from a supplier which is not the University preferred supplier, where there is an existing University mandated [preferred supplier](#) (unless an exemption has been approved as per Procedure 3.5 in the [Purchasing Procedures](#)).
- iii. University assets (as defined in the [Asset Management Procedure](#)) including office equipment such as mobile phone and related charges, printers, computers, laptops and tablets and related charges (refer to the [Technology Services](#) website).
- iv. All expenditure that would normally go through the eProcurement system as per Procedure 4 of the [Purchasing Procedures](#).
- v. Any payment for staff by way of salary or honoraria. These payments must be processed through the payroll by Human Resources.
- vi. Expenditure related to use of a University vehicle which could have been made using a University motor charge card (as defined in the [Motor Vehicle Procedures](#)).

3.3. Ineligible expenditure – breach of University procedure

Expenditure will not be reimbursed if its purchase directly by the University would have contravened the law or any other University policies and procedures, including the [Purchasing Procedures](#).

Examples of purchases which are ineligible for reimbursement include:

- i. Purchases from multi-vendor websites such as eBay or Gumtree (unless prior approval obtained as per Procedure 3.5 in the [Purchasing Procedures](#)).
- ii. Purchases of goods which are illegal in South Australia (e.g., some laser pointers).
- iii. Requests for reimbursement that appear to be ineligible for reimbursement under these procedures will be rejected and the Requestor notified by the Expense Management or Accounts Payable Team (depending on nature of reimbursement).

4. Required process

- i. Reimbursements for staff with a University Corporate Credit Card will be processed via the Expense Management System and approved by the Line Manager. Where the acquittal of these is handled by the central Expense Management Team, supporting documentation should be emailed to emsacquittals@adelaide.edu.au.
- ii. All other reimbursements must be claimed on the approved [Reimbursement Form](#) and completed in accordance with this procedure. Reimbursements will not be processed until all required information and documentation is supplied. The Reimbursement Form must be signed by the Requestor and Line Manager and then sent to Accounts Payable via email noninvoicepymnts@adelaide.edu.au for processing.

5. Payment of reimbursements

- i. All reimbursements will be paid via Electronic Funds Transfer (EFT). Payments by cash or cheque will not be made at any time.

- ii. Expenditure paid in foreign currency will be reimbursed in Australian dollars (AUD).

6. Expense Payments 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

- 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)

must declare the percentage of the expenditure that was for business purposes on the Expense Declaration Payment Benefit section of the relevant form.

Only the business component of the expenditure will be reimbursed.

7. Monitoring and compliance

Compliance reports are produced by Finance & Procurement Services on reimbursements through Accounts Payable and the Expense Management System and forwarded to the Faculty Finance & Planning Managers / Division Finance for verification.

PROCEDURES

1. Seeking a reimbursement through Accounts Payable

Responsibility: Staff member or student who is seeking reimbursement for the expenditure of their personal funds used for an approved University purpose.

- i. Complete a [Reimbursement Form](#)
- ii. Students requesting reimbursement to Australian bank accounts should update their bank account details through the following link - <https://www.adelaide.edu.au/finance/updatebank/> or via Unified by clicking the Bank Details icon. Students using an international bank account are required to complete the [Banking Authority Form](#). Staff are required to update their banking details via SSO.
- iii. Obtain Line Manager approval
- iv. Submit the approved Reimbursement Form and Banking Authority Form (if required) to Accounts Payable by email noninvoicepymnts@adelaide.edu.au **within 3 months of the date of the expenditure**. Reimbursements over 3 months old will only be considered if there are extenuating circumstances and these are explained together with advice from the Line Manager as to why these circumstances justify payment. Reimbursements over 3 months are to be approved by the Associate Director Procurement Services or his delegate, ensuring that:
 - all expenses claimed are supported by tax invoices and receipts (or a [Lost or Unobtainable Tax Invoice or Receipt Declaration](#));
 - for foreign currency transactions, all claims are converted to AUD using the conversion rate in the uploaded [foreign exchange rate](#) or a copy of the credit/bank statement for the day the transaction occurred;
 - the form has been approved by Line Manager;
 - the Expense Payment Benefit Declaration is completed (where relevant); and

- students have updated their bank details via the portal prior to submitting reimbursement claims.
- v. To cancel a reimbursement claim, contact Accounts Payable by email noninvoicepymnts@adelaide.edu.au

Responsibility: Accounts Payable

- i. Review compliance of the reimbursement claim by ensuring the expenditure is for genuine University purposes, in accordance with University policies and procedures, and of a reasonable nature.

As a result of the checks, the following actions may occur, and may require follow up with the requestor:

- A request for reimbursement by cheque will be placed on hold until EFT bank details are provided for the claimant.
- Requests for reimbursement with missing or incorrect information or attachments, or with invoice amounts that don't match the claim, will be placed on hold for completion or amendment, before being released for payment.
- Requests for reimbursement that appear to be ineligible for reimbursement under these procedures will be rejected and the Requestor notified by Accounts Payable.

2. Processing a reimbursement claim through Accounts Payable

Responsibility: Accounts Payable

- i. Ensure that all information required under Procedure 1 is submitted with the Reimbursement Form. If not, return the reimbursement claim form to the claimant for completion and re-submission
- ii. Process the reimbursement in the PeopleSoft Financial System as a STAST (Staff & Student) voucher. Reimbursement payments by EFT only
- i. For staff, reimbursements will be paid into the staff member's nominated salary bank account. For students, reimbursements will be paid into the account for which the University already has details
- iii. Bank details must be those of the claimant only. Third party payments are not permitted
- ii. Reimbursements greater than \$10,000 require additional approval from Finance & Procurement Services in line with the [Delegation of Authority](#).

3. Seeking a reimbursement through Expense Management System

This applies only to staff members who hold a University corporate credit card.

Responsibility: Staff member who is seeking reimbursement for the expenditure of their personal funds used for an approved University purpose:

	Approval by local area	Approval by Expense Management Team
Self Service Card Holders	No change to current procedure. Refer to Travel and Entertainment Policy and Procedures / Credit Card Procedures	See procedure below

Card Holders with acquittals Administered by Expense Management Team	See procedure below	See procedure below
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- i. Complete a [Coversheet for Receipts Supporting Credit Card Transactions / Expense Reimbursements](#).
- ii. Obtain Line Manager approval where applicable (see form instructions)
- iii. Submit the Credit Card Transactions / Expense Reimbursements Form and the supporting invoices/receipts to the Expense Management Team by email emsacquittals@adelaide.edu **within 3 months of the date of the expenditure**. Reimbursements over 3 months old will only be considered if there are extenuating circumstances and these are explained together with advice from the Line Manager as to why these circumstances justify payment. Reimbursements over 3 months are to be approved by the Associate Director, Procurement Services or his delegate, ensuring that:
 - all expenses claimed are supported by tax invoices and receipts (or a [Lost or Unobtainable Tax Invoice or Receipts Declaration](#));
 - for foreign currency transactions, all claims are converted to AUD by using the conversion rate in the uploaded [foreign exchange rate](#) or a copy of the credit/bank statement for the day the transaction occurred;
 - the form has been approved by Line Manager (where applicable)
 - the Expense Payment Benefit Declaration is completed (where relevant) as per 1.1
- iv. To cancel a reimbursement claim, contact Expense Management via email emsacquittals@adelaide.edu

Responsibility: Expense Management Team

- i. Review compliance of the reimbursement claim by ensuring the expenditure is for genuine University purposes, in accordance with University policies and procedures, and of a reasonable nature.

4. Processing a reimbursement claim through Expense Management

Responsibility: Expense Management Team

- i. Ensure that all information required under Procedure 3 is submitted with the Credit Card Transactions / Expense Reimbursements Form. If not, return the reimbursement claim form to the claimant for completion and re-submission.
- ii. Process the reimbursement in the Expense Management System. Reimbursements payments by EFT only.
- iii. For cardholding staff, reimbursements will be paid into the staff member's nominated salary bank account.
- iv. Reimbursements greater than \$10,000 require additional approval from Finance and Procurement Services in line with the [Delegation of Authority](#).