EXPENSE CLAIM POLICY

1. COMMENCEMENT OF POLICY
1.1 This Policy will commence from 2/01/2012. It replaces all other expense claim policies of Education Centre of Australia Pty Ltd (“ECA”) (whether written or not).

2. PURPOSE OF POLICY
2.1 This Policy covers ECA’s procedure for the reimbursement of expenses incurred by employees in the performance of their duties for ECA.

3. APPLICATION OF POLICY
3.1 This Policy applies to employees of ECA. It does not form part of any employee’s contract of employment.

4. REIMBURSEMENT OF EXPENSES
4.1 Reasonable costs incurred by an employee wholly as a result of their employment with ECA may be reimbursed, in accordance with this Policy. Employees are expected to use good judgement and discretion with respect to all business expenses.
4.2 The reimbursement of expenses incurred in the conduct of ECA business is subject to the discretion of ECA. ECA will not reimburse excessive or unreasonable expenses incurred.

5. PROCEDURAL REQUIREMENTS
5.1 Claims must be supported by appropriate documentation/receipts and authorised by Marketing Director / Business Systems Manager / Accounts Manager.
5.2 Claims in excess of $150.00 must first be approved by Operations Manager, prior to incurring any expense.
5.3 Where you have incurred entertainment expenses in the course of your duties, reimbursement for such expenses is limited to a maximum of $150.00, unless approval is sought from Marketing Director / Business Systems Manager / Accounts Manager prior to incurring the expense.
5.4 The Expense Claim Reimbursement Form must be completed by an employee and approved by Marketing Director / Business Systems Manager / Accounts Manager. All receipts must be submitted in order to request reimbursement of expenses. If ECA has provided you with a credit or debit card, you will be required to use that card when incurring work related expenses, and in accordance with ECA’s terms of use.
5.5 Employees must ensure that sufficient information is provided to support the reimbursement of expenses. At a minimum, this should include:
(a) The date on which the expense was incurred
(b) The purpose for which the expense was incurred
(c) Where the expense was incurred (for example, the location of the store where an item was purchased)
(d) If pre-approval is required, who approved the expense
(e) Amount of the expense incurred, including the amount of GST or other taxes and charges payable on the amount (e.g. a service charge for the use of a credit card)
(f) Any invoices, receipts or other documentation that you have relating to the expense
(g) Any other additional information or documentation that ECA requests at the time that you seek reimbursement for the expense incurred.

5.6 If you are unable to provide any of the information above (for example, because you have lost a receipt), or you are otherwise unable to provide the information to the standard required by ECA, your claim for reimbursement may be refused. In such circumstances, you may be required to sign a Statutory Declaration prior to ECA accepting your claim for reimbursement.

5.7 If you fail to seek reimbursement for expenses from ECA within 2 months, ECA may in its discretion refuse to accept your claim for reimbursement of expenses.

5.8 If ECA accepts your claim for reimbursement, ECA will reimburse you for those approved expenses, in your next usual pay period.

Variations

ECA reserves the right to vary, replace or terminate this policy from time to time.

Policy version and revision information

Policy Authorised by: David Tulloh
Title: Operations Director

Original issue: 1/01/2014

Policy Maintained by: David Tulloh
Title: Operations Director

Current version: 1

Review date: 1/01/2015

Workplace participant acknowledgement

I acknowledge:

- receiving the ECA Policy;
- that I will comply with the Policy; and
- that there may be disciplinary consequences if I fail to comply, which may result in the termination of my employment.

Your name: ____________________________________________

Signed: ________________________________________________

Date: __________________________________________________