

# Business Expenses Policy Schedule 2 - Non-Allowable Expenses

## Schedule 2 - Non-Allowable Expenses

(1) These schedules are not exhaustive lists. Where it is unclear whether an expense is allowable, staff must discuss with their manager prior to incurring the expense.

Expense	Commentary	Exceptions
Personal advertisements relating to individuals	<ul style="list-style-type: none"> <li>Congratulatory notices or notices that can be reasonably viewed as personal rather than RMIT oriented</li> </ul>	Obituaries/death notices as approved by a UEC member.
Employee travel to and from work	<ul style="list-style-type: none"> <li>Normal costs of commuting to work are considered personal expenses</li> </ul>	Where there is an unusual work requirement or deadlines necessitate a duty of care, these costs may be approved by E1 or above
Fees on personal credit cards	<ul style="list-style-type: none"> <li>Annual fees on personal credit cards are not reimbursable, even if the card is used for business purposes</li> </ul>	
Coffee makers or similar small appliances	<ul style="list-style-type: none"> <li>Where business related, these goods should be purchased through the quotations process and from RMIT Preferred Suppliers as appropriate</li> </ul>	
Late payment penalties or interest charges on personal credit cards	<ul style="list-style-type: none"> <li>These fees are not allowable even on personal credit cards that have been used to pay RMIT related expenses</li> </ul>	
Hotel minibar	<ul style="list-style-type: none"> <li>Alcohol, drinks, and food products purchased from the mini bar are the personal responsibility of the staff member</li> </ul>	Bottled water or in rare circumstances where no other food is available.
Tickets to entertainment and sporting events	<ul style="list-style-type: none"> <li>These are personal costs</li> </ul>	When approved by a UEC member and the Chief Experience Officer.
Parking tickets or traffic fines	<ul style="list-style-type: none"> <li>These are a personal cost even if incurred while conducting RMIT business</li> </ul>	
Personal services	<ul style="list-style-type: none"> <li>Such as child minding, pet care etc. are considered a personal expense</li> </ul>	Where there is a work-related need and the cost has been approved by an E1 or above. Costs will not be approved where staff are provided
Political donations	<ul style="list-style-type: none"> <li>Of any type</li> </ul>	
Sponsorship	<ul style="list-style-type: none"> <li>Sponsorship of external teams or other external groups with a value greater than \$10K.</li> </ul>	When approved by a UEC member and the Chief Experience Officer .

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Stolen, lost, or damaged personal property	<ul style="list-style-type: none"> <li>This is a personal responsibility and they are not reimbursable even if incurred while on RMIT business or property</li> </ul>	
Communications costs for the individual's residence such as home internet, virus protection, software and hardware not provided by RMIT	<ul style="list-style-type: none"> <li>These are personal costs.</li> <li>If RMIT requires remote working and the employee incurs 'additional costs' to reasonably work remotely, RMIT will reimburse the additional costs incurred on a pro-rata basis i.e. for the time period that the employee is working from home. Subject to prior approval, the employee may submit a request for reimbursement via RMIT's expense reimbursement system (<a href="#">Workday</a>).</li> </ul>	When approved by CIO or delegate and a UEC member.
Cloud-based software subscriptions	<ul style="list-style-type: none"> <li>These need to be purchased via the ITS team and appropriately risk assessed.</li> </ul>	When approved by the CIO or delegate.
Cost of hiring a dinner jacket or ball gown for formal functions	<ul style="list-style-type: none"> <li>This is a personal cost</li> </ul>	
Personal LinkedIn Membership Fees	<ul style="list-style-type: none"> <li>This is a personal cost</li> </ul>	UEC approval or VC approval for a UEC member.
Dangerous goods/chemicals/biological materials	<ul style="list-style-type: none"> <li>Purchase of these items must adhere to strict safety requirements and must follow RMIT's procurement processes.</li> <li>Purchases of the following items are to be made directly by College/Portfolio approved staff: <ul style="list-style-type: none"> <li>chemicals (including gases) classified as hazardous substances and/or dangerous goods</li> <li>biologicals classified as hazardous substances and/or dangerous goods</li> <li>scheduled poisons</li> <li>infectious or potentially infectious biological material</li> <li>human material</li> <li>animals and animal material</li> <li>genetically modified organisms (GMOs)</li> <li>radioactive substances/material</li> <li>nanomaterials</li> </ul> </li> </ul>	College/Portfolio approved staff only.
RMIT-issued mobile devices	<ul style="list-style-type: none"> <li>Mobile devices must not be purchased using RMIT credit cards. See Schedule 1 on how to purchase RMIT issued mobile devices.</li> </ul>	
Stationary, equipment and/or furniture for the individual's residence or other approved remote working location that is not RMIT's physical premises.	<ul style="list-style-type: none"> <li>These are personal costs.</li> </ul>	

## Status and Details

<b>Status</b>	Not Yet Approved
<b>Effective Date</b>	To Be Advised
<b>Review Date</b>	To Be Advised
<b>Approval Authority</b>	
<b>Approval Date</b>	To Be Advised
<b>Expiry Date</b>	Not Applicable
<b>Policy Owner</b>	Fiona Notley Chief Operating Officer
<b>Policy Author</b>	Daniel Ryan Director, Central Finance Operations
<b>Enquiries Contact</b>	Central Finance Operations