

Business Expenses Policy Schedule 2 - Non-Allowable Expenses

POLICY TEMPLATE

Section 1 - Purpose

(1) A brief description outlining the reason for the policy.

Section 2 - Overview

(2) A brief description stating the key points of the policy, and why it would be used.

Section 3 - Scope

(3) A brief description of specific officers, functions and divisions to which the policy applies.

(4) If a governance policy, specify that it is Group wide.

Section 4 - Policy

Principles

(5)

Responsibilities

(6) Outline high-level responsibilities in relation to scope and application of policy.

(7) Delegate ownership of any divisional policies and/or procedures, if applicable.

Compliance

(8)

(9) Provide details as to how compliance will be monitored and reports of non-compliance are to be made under the policy or reporting to supporting institutional compliance and quality assurance. E.g. Breaches of this policy will be managed in accordance with the Compliance Breach Reporting Procedure.

Review

(10) Define review rules including review cycle (if less than five years).

Section 5 - Schedules

(11) This policy includes the following schedule(s):

- a. Include details of any schedules to this policy.

Section 6 - Subordinate Documents

(12) Refer to the following documents which are established in accordance with this policy:

- a. List any procedures that support the implementation of this policy
- b. List any mandatory resources to this policy

Section 7 - Definitions

(13) (Note: Commonly defined terms are in the RMIT Policy Glossary. Any defined terms below are specific to this policy).

END POLICY TEMPLATE

PROCEDURE TEMPLATE

Section 8 - Purpose

(14) A brief description outlining the key points of the procedure, and why it would be used.

Section 9 - Authority

(15) Authority for this document is established by the

Section 10 - Scope

(16) A brief description of specific officers, functions and divisions to which the procedure applies.

Section 11 - Procedure

(17)

Section 12 - Subordinate Documents

(18) Refer to the following documents which are established in accordance with this procedure:

Section 13 - Definitions

(19) (Note: Commonly defined terms are in the RMIT Policy Glossary. Any defined terms below are specific to this policy).

END PROCEDURE TEMPLATE

RESOURCES TEMPLATE

Section 14 - Purpose

(20) A brief description outlining what type of resource this is e.g. standard, guidelines, work instructions, and why it should be used.

Section 15 - Authority

(21)

Section 16 - Scope

(22)

Section 17 - Instruction (or Guideline)

(23)

a.

RESOURCES TEMPLATE END

Status and Details

Status	Not Yet Approved
Effective Date	To Be Advised
Review Date	To Be Advised
Approval Authority	
Approval Date	To Be Advised
Expiry Date	Not Applicable
Policy Owner	Clare Lezaja Chief Financial Officer
Policy Author	Tom Weir Director, Central Finance Operations
Enquiries Contact	Central Finance Operations