

Business Expenses Policy

Section 1 - Purpose

(1) The purpose of this policy is to ensure that all RMIT employees, external consultants and contractors have a clear and consistent understanding of what are allowable business expenses.

Section 2 - Scope

(2) This policy specifically applies to all RMIT employees, contractors and others incurring expenses on behalf of RMIT, including students, associations and affiliates.

(3) RMIT travellers who are eligible for a per diem are not eligible to claim reimbursement for business related travel expenses under this policy.

Section 3 - Policy

Principles

(4) As a starting point, RMIT will reimburse expenses which are:

- a. necessary to perform a valid business purpose fulfilling the operations of the University
- b. reasonable in that the expense is not extreme or excessive, and reflects a prudent decision to incur the expense
- c. appropriate in that the expense is suitable and fitting in the context of the valid business purpose
- d. allowable according to the terms of any law, regulation, standard, sponsored contract, or University policy, including the Delegations of Authority.

(5) RMIT will not reimburse for expenses that do not comply with this policy. Any expenses incurred on the University's credit cards that do not comply with this policy, will require reimbursement by the cardholder of the non-complying expense.

Documentation

(6) Expense claims must be supported with original documentation necessary to:

- a. support claims
- b. meet taxation requirements (corporate and personal)
- c. meet requirements for research grant reporting (where applicable) and audit reviews.

(7) Images of documentation including receipts and tax invoices can be uploaded into the expense management system. Credit card receipts alone are not acceptable as tax invoices and won't be accepted without a supporting tax invoice (with the exception of taxi charges where an invoice may not be issued).

(8) For RMIT employees, after all approvals and payments have been finalised in the travel and expense management system, RMIT does not require the retention of the original documentation.

(9) For consultants and contractors, a detailed list of expenses with supporting documentation is required prior to claiming.

Responsibilities

(10) The Finance team is responsible for:

- a. the development and maintenance of this policy
- b. ensuring the policy is available to all employees, contractors and others incurring expenses on behalf of RMIT, expense approvers and accounts payable staff
- c. reporting non-compliance with this policy.

(11) People managers are responsible for:

- a. ensuring that their employees understand the requirements of this policy
- b. exercising discretion and judgement in determining whether to approve an expense or not
- c. ensuring any deviations from the policy have the appropriate authority noted
- d. monitoring employee adherence to this policy.
- e. reporting non-compliance with this policy.

(12) Employees, contractors and others incurring expenses on behalf of RMIT are responsible for:

- a. ensuring that all business expenses are incurred in accordance with this policy
- b. reconciling expenses in compliance with this policy
- c. maintaining relevant documentation in relation to RMIT business expenses
- d. ensuring expenses are appropriately approved.

Review

(13) This policy will be reviewed at least annually or more frequently if necessary.

Section 4 - Schedules

(14) This policy includes the following schedules:

- a. [Schedule 1 - Allowable Expenses Guidance](#)
- b. [Schedule 2 - Non-Allowable Expenses](#)

Status and Details

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| Status | Current |
| Effective Date | 19th October 2020 |
| Review Date | 6th January 2021 |
| Approval Authority | Chief Financial Officer |
| Approval Date | 5th August 2020 |
| Expiry Date | Not Applicable |
| Policy Owner | Clare Lezaja Chief Financial Officer |
| Policy Author | Tom Weir Director, Central Finance Operations |
| Enquiries Contact | Central Finance Operations |