

Policy – Expenses

Purpose & Scope

Academy of Entrepreneurs is committed to reimbursement of expenses incurred by employees, on behalf of the company, in a timely manner.

Definitions

Expenses - a cost incurred by an employee, on behalf of the business, either placed on a personal credit/debit card or paid for in cash

Receipt - an official, original tax invoice stating the product or service, the provider, the date incurred, location and time

Expenses Claim Form – to claim back expenses, employees are required to complete an Expenses Claim Form and attach original receipts, on a timely basis

Content

All legitimate and reasonable expenses incurred on behalf of the business will be reimbursed upon completion of an Expenses Claim Form, with original receipts attached for payment. The Expenses Claim Form needs to be approved by the employee's manager. Should the manager not approve the expense, if it is deemed to be inappropriate, the expense will not be reimbursed. Please refer to the Expense Claim Form template which indicates the typical type of expense to be claimed. Before making a purchase, if the intended expense is not listed on this form, the manager should be asked to confirm that the expense will be reimbursed.

Any expense claim over \$100 dollars will require pre-approval from the CEO in writing. Once pre-approval has been received, the expenses will be reimbursed in the normal fashion, upon completion of an Expenses Claim Form, with the authorisation and original receipts attached for payment.

Employees are not obligated to incur expenses on behalf of the Academy of Entrepreneurs and should an employee refuse, an alternative method of funding will be determined.

Approvals & Review

Policy review date:	30/12/2017
Policy approved by title:	Academy of Entrepreneurs Pty Ltd
Policy approved by signature:	