

REIMBURSEMENT OF EXPENSES POLICY

Section	Finance, Strategy and Information Technology
Contact	Finance
Last Review	September 2013
Next Review	September 2016
Approval	C13/112 – October: 3.1.1.1

Purpose:

The purpose of this policy is to provide guidance on what the University considers appropriate costs for reimbursement to a staff member.

Policy:

The University will reimburse a staff member for actual and reasonable expenses paid on the University's behalf by that staff member.

Any expenses reimbursed must relate directly to University business.

Only expenses approved within University policies and limits will be reimbursed. After the expense is incurred, the staff member should complete an online claim through Flexipurchase.

All requests for reimbursement must be made in accordance with the Reimbursement of Expenses Procedures as approved by the AVC Finance, Strategy and Information Technology.

All claims must be supported by original itemised receipts/invoices. If the expense is over \$50.00 this must be a GST invoice/ receipt. EFTPOS slips and copies of credit card statements do not meet the GST tax invoice requirements and are therefore not acceptable.

No staff member may approve reimbursement of his or her own expenditure. Approval must be authorised by the Line Manager to whom the staff member reports.

When submitting a reimbursement claim, staff should advise the approving signatory of any instances which do not comply with the criteria described in this policy, e.g. expenses which are not supported by a receipt or GST invoice. The approving signatory must check the staff reimbursement claim to ensure all expenses are:

- Coded to appropriate ledger code(s)
- Reasonable and comply with the Discretionary Expenditure Policy.

Authorising signatories must comply with Massey University's Delegation of Authority Document. Authorising signatories must not authorise the payment of any staff reimbursement where they have a financial interest or a potential conflict of interest.

The staff reimbursement statement with GST Tax Invoices/receipts securely attached is to be sent to the Review Team, Finance for payment within one month of incurring the expense.

Finance will ensure that all staff reimbursements are paid within fourteen days of receipt, providing they are complete and authorised correctly.

Staff issued with a University credit card should refer to the Credit Card Policy.

Audience:

All staff

Relevant Legislation:

None

Legal Compliance:

None

Related Procedures and Documents:

[Credit Card Policy](#)
[Delegations of Authority Document](#)
[Petty Cash Procedures](#)
[Procurement Policy](#)
[Reimbursement of Expenses Procedure](#)
[Travel Policy](#)

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