



ECU Student Guild

Reimbursement Policy

POLICY TYPE	Operational
POLICY TITLE	Reimbursement Policy
POLICY OWNER	Business Support and Finance Manager

Table of Contents

1. INTENT	3
2. ORGANISATIONAL SCOPE	3
3. DEFINITIONS	3
4. OVERVIEW	4
5. POLICY	4

1. INTENT

- 1.1. The purpose of this policy is to set out the terms by which Edith Cowan University Student Guild Operational Staff and Senate can claim reimbursement of Guild related expenditure.

2. ORGANISATIONAL SCOPE

- 2.1. This policy applies to all Edith Cowan University Student Guild Operational Staff, Senate, Volunteers and Interns.
- 2.2. This policy does not cover reimbursement for expenses incurred on behalf of the Guild by people who are not identified in clause 2.1 (i.e. Visitors). Such costs must only be reimbursed by way of an invoice to the Guild and are subject to approval.
- 2.3. Reimbursement of private motor vehicle costs by those identified in clause 2.1 on Guild business must be claimed as a Motor Vehicle Allowance and using the relevant procedure assigned to such claims.
- 2.4. Refunds to customers, even where the customer is a person identified in clause 2.1 will be processed in accordance with the relevant refund policy.

3. DEFINITIONS

- 3.1. The singular includes the plural and vice-versa.
- 3.2. Words importing a gender include any other gender.
- 3.3. A reference to:
- 3.3.1. A person includes a corporation and government or statutory body or authority;
- 3.3.2. A person includes the legal personal representatives, successors, and permitted assigns of that person; and
- 3.3.3. A statute, ordinance, code or other law includes regulations and other statutory instruments under it and consolidations, amendments, re-enactments or replacements of any of them by any legislative authority.
- 3.4. The word “including” and similar expressions are not words of limitation.
- 3.5. The word “under” includes by and by virtue of; as well as, pursuant to and in accordance with.
- 3.6. **Claimant** means the staff member, Senate, Volunteer or Intern seeking reimbursement of out of pocket expenses.

3.7. **Approver** means the Claimants line manager – usually the Operations Manager or Guild President.

4. OVERVIEW

4.1. It is preferable that all Guild related expenditure is made using approved purchasing methods however, the Guild recognises that in some circumstances that is not always practical.

5. POLICY

5.1. Where possible, staff, senate, volunteers and interns should avoid using personal funds for Guild related expenditure and utilise existing Guild purchasing methods, e.g. Corporate Credit Cards.

5.2. The Guild will not reimburse staff, senate, volunteers or interns for unauthorised non-compliant out of pocket expenses or where an existing purchasing method could have been used.

5.3. The Guild will not reimburse the following types of expenses. Note that this list is not exhaustive and all types of undefined expenses are to be approved, in writing, in advance by the appropriate Manager.

Private expenses relating to travel & entertainment	<ul style="list-style-type: none">• Leisure activities additional to conference costs• Optional extras at hotels. E.g. Spa treatments, in-house movies• Personal items whilst travelling e.g. makeup, over the counter medicines, toiletries and clothing• Valet parking• Expense incurred by a partner or family member• Payment of fines, penalties, late or “no-show” fees• Repairs to personal vehicles used on approved Guild business• Commuting costs between home and the Guild i.e. your normal place of work
Personal costs	<ul style="list-style-type: none">• Subscriptions to newspapers or non-work related reading material• Mobile Phone / Internet expenses unless stipulated by your contract of engagement/employment
Existing purchasing methods/services	<ul style="list-style-type: none">• Goods and services acquired from a non-preferred supplier, where there is an existing Guild preferred supplier unless an exemption has been approved• Purchase of good which are illegal in Western Australia

- 5.4. Some purchases may be for Guild purposes but be regarded by the Australian Taxation Office as providing a fringe benefit to the Staff member. This may result in a Fringe benefits Tax (FBT) liability to the Guild.
- 5.5. To assist with the identification of purchases which may make the Guild liable for FBT, employees seeking reimbursements for the following must declare the percentage of the expenditure that was for business purposes where reimbursement is claimed. Only the business component of the expenditure will be reimbursed:
- 5.5.1. Work related organisational memberships
 - 5.5.2. Work related subscriptions
 - 5.5.3. Work related books, or
 - 5.5.4. Work related self-education costs (excluding HECS-HELP reimbursements, which cannot be exempted from FBT)
- 5.6. Staff and Senate will receive reimbursement payments through payroll at the next available pay run following submission of the reimbursement claims unless otherwise agreed by the Operations Manager. Volunteers and Interns will be paid via Electronic Funds Transfer (EFT). Amounts under \$50 may be reimbursed via Petty Cash when available.
- 5.7. Claims for reimbursement will not be authorised without completion of the required Reimbursement Form and accompanying receipts.
- 5.8. Reimbursement claims must be submitted within one month of the date the expenditure was incurred. Claims outside of this timeframe will be declined.
- 5.9. All reimbursements must be authorised by the Operations Manager (Staff & Volunteers) or the President (Senators).
- 5.10. Where a request for reimbursement is rejected and the Staff or Senate member believes that the request was made within the remit of the Reimbursement Policy, the individual may make an application to the Guild Secretariat for a determination as to whether the disapproval was fair and just.
- 5.10.1. The individual appealing must email the General Secretary with the details of the rejection and the relevant reimbursement form.

6. CONTACT INFORMATION

For queries relating to this document please contact:

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7. APPROVAL HISTORY

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