

## Expenses Policy

### Policy overview

The Expenses Policy is in place to outline the policy and processes associated with expenses incurred during the course of normal employment at K1 Payroll Pty Ltd.

The Expenses Policy sets out specific guidelines with regard to:

- Purchase of resources for K1 Payroll Pty Ltd;
- Personal Vehicle expenses for K1 Payroll Pty Ltd travel;
- Taxi expenses;
- Travel and accommodation expenses; and
- Approvals and requirements of employees.

### What do I need to do?

You need to carefully read through the Expenses Policy to make yourself familiar with the contents of the policy and with K1 Payroll Pty Ltd guidelines. After an expense has been approved/incurred please submit the appropriate supporting documentation (i.e. receipts, tax invoice) and complete the "**Expenses Claim**" form found in the resource centre to your Manager.

### Policy and further information

To the extent that the contents of the Expenses Policy refers to obligations on K1 Payroll Pty Ltd, they are guidelines for management or summaries of applicable legislative requirements only and are not contractual terms, conditions or representations on which a staff member may rely.

Your manager is available to assist with any queries you have relating to the policy.

## Expenses Policy

### Purpose and scope

This policy informs employees of their entitlements associated with reimbursement of expenses incurred by them for approved work related business.

K1 Payroll Pty Ltd has implemented an Expenses Policy to ensure all employees are reimbursed for reasonable expenses incurred during the course of normal employment at K1 Payroll Pty Ltd or for work-related travel.

Your Manager is available to assist with any queries you have relating to the policy.

## **Approvals**

The manager will provide an indication of what expense limits may be in place for the service.

Whenever possible, employees are requested to obtain prior approval before incurring expenses. Employees' must exercise common-sense when incurring expenses arising out of work related business. All requests for reimbursement of work related expenses are to be submitted to your Manager with the "Expenses Claim" form found in the resource centre.

Arrangements are in place at K1 Payroll Pty Ltd for the purchasing of food that take into account nutritional components, additives, allergies and cost. For this reason, no staff member will purchase food for the children unless given specific permission from their Manager.

A staff member who is required to travel by K1 Payroll Pty Ltd on work related business shall normally have all travel and accommodation arranged and paid for by K1 Payroll Pty Ltd.

## **Procedures**

An employee who incurs expenses arising out of K1 Payroll Pty Ltd business, may request a cash advance for the anticipated expenses or alternatively seek reimbursement following expenditure. In either of these circumstances, tax receipts and/or invoices must be presented to their Manager for all expenses incurred along with the completed "expenses claim form". If expenditure is incurred whilst overseas on work related business, appropriate documentary evidence must be presented to accounts for all expenses being claimed.

## **Reimbursement**

### **For resources**

The employee will provide their Manager with original receipts or other purchasing documentation and claim for re-imburement in writing. Unless otherwise agreed, all purchases will be reimbursed through the payroll system or other system, as decided by K1 Payroll Pty Ltd from time to time.

If an employee incurs an expense related to work travel which has not been arranged by K1 Payroll Pty Ltd, the staff member will, subject to the following provisions, be reimbursed for the expense incurred following production of appropriate supporting documentation.

### **Personal vehicle (to be read in conjunction with the Motor Vehicle Policy)**

If an employee is required to use their own vehicle to travel for work, the employee is responsible for being licensed to drive and for the vehicle being registered and adequately insured.

If an employee is required to use their vehicle to travel for work, the Manager will agree in advance as to whether the member of staff will be reimbursed for the use of their vehicle and for the approximate distance to be travelled.

In the event an employee is to be reimbursed for use of their own vehicle to travel to other areas of the State in which they work the employee will be reimbursed for travel as per the Australian Tax Office (ATO) cents per km rate (published annually) or at a rate determined by the Company in accordance with its statutory obligations.

## **Taxis and public transport**

Where an employee does not use their vehicle for work purposes and must travel to or from a meeting, taxi usage is permitted. Taxi usage is usually restricted to the central business district . Where more than one employee is attending the same meeting, a taxi should be shared.

In some instances, it may be appropriate to use public transport or use a combination of public transport and taxi. Such travel arrangements must be discussed between the employee and their Manager prior to undertaking the travel.

Car hire arrangements are subject to the Manager's prior approval. Where K1 Payroll Pty Ltd authorises the use of a hire car an employee will be reimbursed for that travel subject to the production of official receipts.

## **Travel**

### **Air travel**

Employees may, from time to time be required to travel. Airline bookings may only be made following written application and signed approval. Subject to the requirements in this policy, K1 Payroll Pty Ltd will cover the costs of air travel required.

K1 Payroll Pty Ltd's policy is for economy travel for all employees on both domestic and international trips. K1 Payroll Pty Ltd will also cover travel insurance.

Ideally a minimum of five (5) days' notice is required when booking domestic travel, except where business circumstances do not permit. For international travel, further notice is required to ensure we get the best value airfare.

All flights should be booked to obtain the cheapest, most appropriate fare possible. In some instances, fully flexible fares will be necessary to allow for unforeseen scheduling changes.

### **For travel requiring overnight accommodation**

An employee who, at the direction of K1 Payroll Pty Ltd, is required by K1 Payroll Pty Ltd to be absent overnight on work at another location that requires them to stay overnight away from their usual place of residence for work related business will be eligible for reimbursement of reasonable expenses. What constitutes reasonable accommodation costs is determine by the Manager at K1 Payroll Pty Ltd. K1 Payroll Pty Ltd will cover reasonable accommodation costs and pay a daily meal allowance as per the ATO rates or at a rate determined by the Company in accordance with its statutory obligations.

All other incidental expenses incurred reasonably by the employee will be reimbursed subject to the production of relevant supporting documentation. The allowances for incidental expenditure shall be payable for each 24-hour period or part thereof during which an employee is absent on K1 Payroll Pty Ltd business overnight.

### **For work-related absences that do not require overnight accommodation**

If an employee is required to undertake work away from their usual place of work, they may be able to claim reimbursement for reasonable meal expenses if prior approval is obtained.

If absent for breakfast, expenses for that meal may be claimed. To be considered as having been absent from breakfast, an employee must have departed from his / her home no later than 6:30 am.

If absent for lunch only, an employee is not entitled to claim for that meal. To be considered as having been absent from lunch, the employee must have been absent from K1 Payroll Pty Ltd during the usual lunch period.

If absent for dinner only, an employee may claim expenses for that meal. To be considered as having been absent from dinner, an employee must have returned to K1 Payroll Pty Ltd no earlier than 7:00 pm or to his / her home no earlier than 7:00 pm.

In applying this provision, reimbursement may be made only where expenditure on meals is incurred. Any meals or meals supplied free of additional charge by a third party shall not be included in the calculation of the amount to be reimbursed.

Where the actual and necessary expense is incurred by an employee travelling in the course of his /her duties exceeds the amount that would be payable to the employee as outlined in the table below, K1 Payroll Pty Ltd may pay the employee the amount of the expenses reasonably incurred by the employee instead of the amount prescribed by the table.

Reimbursement of expenses will only be approved upon production of tax receipts.

#### **What happens if someone breaches this policy?**

The consequences of a breach of this policy will vary depending on the type and seriousness of the breach and will be at the discretion of K1 Payroll Pty Ltd. Breach of this policy may lead to disciplinary action, up to and including termination of employment.