

SCHEDULE B: BUSINESS EXPENSE GUIDELINES

Schedule to the the Business Expenses policy.

ITEM DESCRIPTION	ALLOWED	CONDITIONS
Airline frequent flyer memberships	NO	This is a personal expense.
Alcohol	<p>YES</p> <ol style="list-style-type: none"> While not encouraged, alcohol may be considered a business expense when: <ol style="list-style-type: none"> consumed with food or as part of other necessary business entertainment the alcohol component is not the primary expenditure submitted for reimbursement, that is, greater than the total food expense. In all cases alcohol must be consumed responsibly. Gifts of bottles of alcohol given in recognition of a staff member's contribution to special University events, such as for example Planning Days. <p>NO</p> <ol style="list-style-type: none"> Staff members are not permitted to take home alcohol purchased from University funds (excepting in circumstances as outlined under point 2). Alcohol ('Drinks') consumed while travelling on University business and not connected to a meal or any other necessary business entertainment. 	
Car parking and public transport costs	<p>YES</p> <p>The cost of car parking other than on a Deakin campus, will be reimbursed when required for business purposes.</p> <p>YES</p> <p>Staff who are required to work from an alternate Deakin work location to their home campus may be reimbursed for the cost of public transport where its use meets the needs of the individual and work area.</p> <p>YES</p> <p>Senior staff in receipt of a vehicle allowance as part of their remuneration package may be reimbursed for the cost of public transport where its use is a more efficient and viable alternative to enable them to attend University meetings and events.</p>	
Childcare and carer expenses	<p>NO – except for these situations:</p> <p>Senior staff members who are required to be absent from home overnight on University</p>	

	business and who cannot make other arrangements for family or carer responsibilities, may be reimbursed for all reasonable costs of childcare or carer support as outlined in the Flexible Work Arrangements procedure .	
Cleaning costs associated with a pooled motor vehicle, provided by campus services for temporary use	NO	This expense is an operational cost for campus services as part of the fleet management function.
	YES	If it is agreed in advance with campus services that it is cost effective for the employee to incur this expense due to specific circumstances.
Cleaning costs associated with an assigned motor vehicle, provided as part of the employees remuneration	NO	This is a personal expense.
Cost of hiring a dinner jacket or ball gown for formal functions	NO	These are personal expenses.
Entertainment	<p>Are allowed provided these are:</p> <ul style="list-style-type: none"> a) for legitimate University-related business reasons b) 'reasonable' based on sound judgment and moderation. Entertainment expenses that do not meet the Propriety Test will be denied c) paid for with a corporate credit card, where possible. <p>Examples of allowable entertainment:</p> <ul style="list-style-type: none"> ▪ Business entertainment of official University guests such as for example visiting lecturers; representatives of research organisations, visitors from other universities, individuals interested in University programs and issues (potential donors), guests invited to assist in the development of new programs and business and community leaders. ▪ Employee entertainment events/functions celebrate landmark occasions associated with an employee(s) of the University. Subject to budgetary constraints, a department may consider group celebrations for an occasion. Departmental funds up to \$25 per person or \$500 in total (regardless of the number of staff involved) may be expended for food, drinks, decorations, or other entertainment, depending upon the 	Refer to the Procurement policy .

	<p>nature of the event. Costs in excess of these amounts are not allowed unless approved in advance by the Chief Operating Officer (COO), or the Vice-Chancellor in the case of the COO. NOTE: Two annual staff functions, including a Christmas function, is an allowable University expense.</p> <ul style="list-style-type: none"> ▪ Modest refreshments at department meetings are allowable at monthly or quarterly intervals. <p>Examples of non-allowable entertainment:</p> <ul style="list-style-type: none"> ▪ Coffee or lunch meetings with colleagues are not allowed unless offsite and attending to University business such as for example meeting with people from another organisation. 	
Entertainment expenses of any nature by a spouse, partner or dependent at a University organised event or an externally organised event	NO	This is a personal expense.
	YES	If the amount is approved in advance by the Vice-Chancellor or delegate.
e-tags for motor vehicles	<p>NO Staff members who receive a motor vehicle allowance, as part of their remuneration cannot be reimbursed for e-tags.</p> <p>YES Staff members who do not receive a motor vehicle allowance as part of their remuneration may be reimbursed for e-tag costs when travelling on University business.</p>	
Fines, such as parking or library fines (staff members and associates)	NO	Any fine for the breach of any rule or regulation is the personal responsibility of the staff member or associate. (Procurement policy).
Gifts	Purchasers must not use University funds to procure gifts valued over \$100 unless approved in advance and in writing by the COO, or the Vice-Chancellor in the case of the COO.	Refer to the Procurement policy.
Minibar	NO	Alcoholic drinks, non-alcoholic drinks and food products purchased from the mini bar are the personal responsibility of the staff member or associate.
Onboarding expenses (including travel and relocation costs)	<p>YES as below</p> <ol style="list-style-type: none"> 1. Staff members who have relocated from interstate or outside Australia to take up a position at the University may claim for reasonable reimbursement of onboarding 	

	<p>costs as discussed and agreed with their manager.</p> <ol style="list-style-type: none"> 2. Staff members appointed to part-time continuing positions, or to fixed-term positions that extend for a period of more than twelve (12) months, may be entitled to reimbursement of costs on a <i>pro rata</i> basis and as determined by the Executive Director, Human Resources Division (HRD). 3. Staff members who are required by the University to transfer between a metropolitan and non-metropolitan campus may receive reimbursement of relocation expenses. 4. Staff members who resign after less than three years of employment at the University may be required, at the discretion of the Executive Director, HRD, to refund all or part of reimbursed onboarding expenses. 5. Newly appointed staff may be eligible for onboarding expenses as outlined in the Schedule: Reimbursement of relocation expenses. 	
Personal grooming services, such as barbers, hairdressers, toiletries	NO	These are personal expenses.
Personal insurance policies, including professional indemnity, for work outside normal University duties, such as private outside earnings	NO	Staff are covered by professional indemnity insurance for work performed in accordance with their normal University duties. Insurance to cover work outside normal University duties, such as private outside earnings, is the responsibility of the individual.
Personal travel including extended stay for personal purposes during a business trip	NO	Refer to the Travel policy and Travel procedure .
Personal use of mobile communication devices	NO Staff members in receipt of a corporate mobile communication device must review their monthly usage to identify personal use costs and arrange for reimbursement of such to the University. Details of personal usage is available via the Universities mobile telecommunications billing system, Personal Usage Reporting (PUR) functionality.	Refer to the Corporate Mobile Communication Devices procedure for more information.
Prescriptions, over-the-counter medication, and other medical expenses	NO	These are personal expenses.
Private vehicle use	YES	

	<p>Staff may only use a private or hire vehicle for University business where a University vehicle or public transport is unavailable or impractical. Use of University vehicles or private vehicles is governed by the requirements of the Guideline for Use of University Vehicles.</p> <p>NOTE: The use of a private vehicle for travel between the Burwood and Warrnambool Campuses is not permitted.</p>	
Professional Association Fees	<p>YES</p> <p>Staff members may claim reimbursement (or where issued with a corporate credit card, may make payment) for approved professional association fees where they are required to remain accredited in order to fulfil the responsibilities of their role.</p>	
Safety Glasses (required for use in workshops and laboratories)	<p>YES</p> <p>Staff may be eligible for reimbursement where the purchase and wear of safety glasses to carry out a particular task is a University requirement or the staff member's prescribed optical glasses are required to have impact resistant lenses.</p> <p>NO</p> <p>Reading glasses</p>	<p>The process for claiming reimbursement for safety glasses can be found on the Health and Wellbeing website.</p>
Study Support (Professional staff)	<p>YES</p> <ol style="list-style-type: none"> 1. Staff required to study as a condition of employment will have all of their HELP fees and/or tuition fees reimbursed in full. 2. Continuing or fixed term staff with appointments of greater than 12 months may be eligible for reimbursement of fees (pro-rata for part-time staff). 	<p>Refer to the:</p> <ul style="list-style-type: none"> • Staff Development policy • Professional Development (Professional Staff) procedure • Professional Development (Academic Staff) procedure.
Subscriptions to sporting bodies or fitness clubs, golf clubs or other bodies that are not required to carry out University business	NO	<p>These are personal expenses.</p>
Taxis	<p>Taxis should only be used by a University traveller when all other transport means have been exhausted or when the taxi use is considered safer or more cost effective. Taxi use within Australia should be paid by Cabcharge voucher in the case of visitors and staff who do not hold University Credit Cards. Staff who hold University Credit Cards should use these whenever possible. Cabcharge</p>	<p>Refer to the Travel policy.</p>

	vouchers are available from Corporate Finance or as detailed on the Travel website .	
Tickets to entertainment events including sporting events	NO	These are personal expenses.
Tipping	Tipping is not accepted as a valid expense within Australia. However, it is recognised that there are certain situations or locations (such as the US) in which tipping is expected. Tipping must be 'reasonable', based on sound judgment and moderation and not appear as extravagant to an outsider.	
Travel between home and work	NO	This constitutes a personal expense.
Travel expenses of any nature by a spouse, partner or dependent during travel for University business	Purchasers must not use University funds to procure travel, entertainment or goods and services for family members and personal associates of staff, unless approved in advance and in writing by the COO, or the Vice-Chancellor in the case of the COO.	Refer to the Travel policy and Travel procedure, and Procurement policy .
Travel for University business	YES	Refer to the Travel policy and Travel Procedure .
Travel insurance for any leisure travel that is taken within, immediately prior to or after a period of University travel that is in excess of 10 days and any travel by a person or persons accompanying the University traveller on University travel (ie. a dependent or non-dependent adult family member/partner and/or dependent children)	NO	Refer to the Travel policy and Travel procedure .
Unused room reservations not properly cancelled	NO	Refer to the Travel policy and Travel procedure .
Use of Non-University mobile communication devices	Where staff have a claim for the costs of reasonable and genuine business use of their personal mobile communication devices, they may submit a request for reimbursement to their manager via the University's expense reimbursement system, TEMS/Spendvision.	
Upgrades for air travel and hotels	NO	Refer to the Travel policy and Travel procedure .