



# Business Expenses Reimbursement procedure

## Section 1 - Preamble

(1) This Procedure was approved by the Vice-Chancellor on 7 May 2016 and incorporates all amendments to 13 September 2016.

(2) This Procedure includes the following schedules:

- a. [Schedule A: Reimbursement of Travel, Relocation/Onboarding Expenses](#)
- b. [Schedule B: Study Support Reimbursement.](#)

## Section 2 - Purpose

(3) This Procedure outlines the criteria for the reimbursement of business expenses to University staff and is pursuant to the [Business Expenses policy](#).

## Section 3 - Scope

(4) This Procedure applies to all eligible fixed term and continuing University staff.

## Section 4 - Policy

(5) Refer to the [Business Expenses policy](#).

## Section 5 - Procedure

(6) The Head of Organisational Unit has the authority to approve the reimbursement of the following expenses:

- a. Onboarding expenses
- b. Study support (Professional staff)
- c. Safety glasses (required for use in laboratories and workshops)
- d. Professional association fees
- e. Childcare and carer expenses
- f. Travel expenses
- g. Parking or public transport usage
- h. Use of mobile communication device
- i. Use of private vehicle.

## **Requirements for the reimbursement of tuition fees related to Study support – (Professional staff)**

(7) The staff member must provide:

- a. a receipt of HELP payment or tuition fees paid
- b. evidence of successful completion of each semester/trimester's course of study
- c. proof that the course being undertaken at an external institution is not available at Deakin. (Refer to Deakin undergraduate and postgraduate courses.)

(8) The Head of Organisational Unit can approve reimbursements where:

- a. the staff member is voluntarily undertaking study that either relates to the work they currently perform for the University or for study that will assist in their career progression at Deakin
- b. a receipt of HELP payment or tuition fees paid is supplied
- c. prior approval of course of study was obtained, and
- d. evidence of successful completion of each semester/trimester's course of study is supplied.

(9) Upon approval of a staff member's application for study support, a copy of the application form must be provided to the Human Resources Division for recording in the HR system and for reporting purposes.

(See the [Professional Development \(Professional Staff\) procedure](#) for more information and the Supervisor's Assessment Tool in the [Application for Study Support - Professional Staff form](#) to help determine an appropriate level of support.

### **Private vehicle use**

(10) Use of private or hire vehicle must be approved in advance of use by the Manager wherever possible.

(11) Staff will be reimbursed at a rate of 65 cents per kilometre.

(12) Claims for reimbursement must be submitted through DeakinPeople and approved by the staff member's manager within one month of the date of incurrence.

### **Use of Non-University mobile communication devices**

(13) The reimbursement of claims by staff to do with the reasonable and genuine business use of personal mobile communication devices is subject to the [Corporate Mobile Communication Devices procedure](#).

(14) The staff member must obtain in principle approval from the relevant manager prior to incurring the costs.

### **Claim for reimbursement**

(15) To claim for reimbursement of expenses, staff members should follow the process outlined in the Corporate Finance [Expense Reimbursements guide](#), or the relevant procedure. The claim will be considered and may be approved by the relevant Head of Organisational Unit.

## **Section 6 - Definitions**

(16) For the purpose of this Procedure:

- a. Onboarding expenses: the packing and removal of household items, loading, freight charge, insurance of goods

in transit, storage of household items for a period not exceeding two months, temporary accommodation for a period not normally exceeding two weeks, other settling assistance services and removal broker charges. Sale tax or duties on imported goods remain the responsibility of the appointee.

## Status and Details

<b>Status</b>	Historic
<b>Effective Date</b>	9th May 2016
<b>Review Date</b>	7th May 2019
<b>Approval Authority</b>	Vice-Chancellor
<b>Approval Date</b>	7th May 2016
<b>Expiry Date</b>	18th October 2017
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