



## REIMBURSEMENT POLICY

### INTRODUCTION

Staff may on occasion be required to pay expenses consequent on their employment out of their own pockets. Under certain circumstances, as outlined in this policy, these expenses may be reimbursed by the organisation.

### PURPOSE

The purpose of this policy is to spell out under what circumstances reimbursement of expenses may occur on behalf of **The Alloggio Group**, and the process for doing so. This policy relates to both staff acting on authorized **Alloggio Group** business.

### POLICY

**The Alloggio Group** will reimburse its staff for pre approved expenses incurred by them on behalf of **The Alloggio Group** or in the course of **The Alloggio Group** business so long as such expenses are pre approved in writing by the Managing Director as per the Travel and Expense Pre -authorisation form in Appendix 2:

- (1) Reasonable and
- (2) Authorised.
- (3) Reimbursement of reasonable but unauthorised expenses may be made on an *ex gratia* basis at the discretion of the Managing Director in exceptional circumstances only.

Staff and volunteers incurring authorised expenditure must, wherever possible, receive, retain and produce receipts, invoices, vouchers, tickets, or other evidence of such expenditure.

When an employee is travelling for Alloggio Group Business whether it be arriving or departing a destination the employee is expected to complete their full hours of work as per normal.



## RESPONSIBILITIES

It is the responsibility of each individual working in the organisation to ensure that:

- They are aware of this policy;
- Their applications for reimbursement conform to this policy.

It is the responsibility of Management to ensure that :

- Any breaches of this policy come to the attention of executive management and are dealt with appropriately.

## PROCEDURES

### Prohibited reimbursements

**The Alloggio Group** will not reimburse staff or volunteers for

- Unauthorised expenses
- Expenses claimed by an employee as a tax deduction
- Expenses normally recoverable from a third party
- Claims for purchases that are required to be charged against an already authorized **Alloggio Group** supplier on an account
- Expenses that are not incurred for business purposes
- Late payment interest on credit cards
- Parking, traffic, or other fines and penalties

### Extraordinary Travel expenses

- Extraordinary Travel does NOT include any travel to any of your usual location of work.
- Employees will be reimbursed for the most direct and economical mode of travel available, considering all of the circumstances.
- Employees will not be reimbursed for additional costs incurred by taking indirect routes or making stopovers for personal reasons.
- Use of an employee's own vehicle for extraordinary work-related travel will be reimbursed depending if the employee is under an award, salary or contract as specified with in.

### Extraordinary Accommodation expenses

- Pre approved accommodation will be arranged the Employer being the Alloggio Group.
- Employees will be reimbursed for moderate accommodation expenses, considering all of the circumstances.
- Employees will not be reimbursed for items of a personal nature charged to a hotel account.



### Extraordinary Meals and Non-Alcoholic Beverages

- Employees and volunteers will be reimbursed for reasonable and appropriate meal expenses actually incurred while on **Alloggio Group** business. The maximum daily rate for meals are as follow:
  - Breakfast - \$20.00
  - Lunch - \$20.00
  - Dinner - \$30.00

### Provision of Pre- authorised hospitality

- Employees will be reimbursed for hospitality expenses incurred in the course of **Alloggio Group** business, as appropriate as outlined above.
- Appropriate hospitality charges include events hosted or sponsored for the purpose of promoting **The Alloggio Group's** work or enhancing its image, and include meals and modest alcoholic and non-alcoholic beverages that are related to the transaction of The Alloggio Group's business.
- When **The Alloggio Group** employees and / or external parties dine together while on **Alloggio Group** business, it is appropriate for the **senior person** (if any) to arrange payment and submit the claim for reimbursement which will only be reimbursed if pre-authorized by the Managing Director as per policy.

Advance payments may be authorised where appropriate. Such payments will be subtracted from the amount of any later reimbursements. If expenditure is, for whatever reason, not incurred then any advance payments made, or any unspent portion of such payments, must be returned.

Staff incurring authorised expenditure must, wherever possible, receive and retain receipts, invoices, vouchers, tickets, or other evidence of such expenditure.

Staff incurring authorised expenditure must submit requests for reimbursement to their executive manager on the standard form (see Appendix A), describing the nature and purpose of the expenses. The completed form must be signed by the applicant.

Staff incurring authorised expenditure must present all relevant original receipts, invoices, vouchers, tickets, or other evidence of such expenditure when seeking reimbursement. Where such evidence is for any reason lacking, statutory declarations may be sought.

Executive Managers are responsible for determining if the expenses being claimed are reasonable given the circumstances, and for ensuring they are charged against the appropriate account, and that any requirements under the Fringe Benefits Tax legislation have been met.



Claims that have not been properly prepared, authorised, or supported by adequate documentation will be returned to the claimant and the reasons will be given for not processing the claim.

**AUTHORISATION**

A handwritten signature in black ink, appearing to read "Will Creedon".

Will Creedon

Managing Director

Friday, February 19, 2021