

## 360 Recruitment - Employee Business Expenses Policy

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### Policy brief & purpose

Our Employee Expense company policy outlines how we'll reimburse employees for work-related expenses. We'll define "work-related expenses" and set a procedure to authorise expenditure.

### Scope

This policy applies to all our employees that need to spend money for work-related activities.

### Policy elements

Employee expenses fall under three categories:

- Expenses that are paid directly by our company on behalf of employees.
- Expenses that are paid by our employees and are reimbursable.
- Expenses that an employee may charge to a company issued credit or Debit card.

We'll reimburse all reasonable business expenses, after they are approved, in part or in full as the case may be.

### Travel Expenses

Travel expenses include any kind of transportation and accommodation expenses that you incur when going on a business trip. Expenses related to this category that may be fully or partly reimbursable include:

- Accommodation
- Legal document expenses (e.g. Visa)
- Air, train, ship or other transportation fares
- Necessary medical expenses (e.g. vaccinations)
- Local transportation during trips (taxi fares, rental cars etc.)
- Other minor or per diem expenses that have been approved by an employee's manager (e.g. meals, business material)

Medical care fees after travel-related accidents may be covered by workers compensation insurance. If not, we may reimburse you for your medical expenses, if appropriate.

### Minimizing expenses

We want to avoid overspending or unnecessary costs. We may contract with hotels and agencies to get the best possible prices. We'll also aim for the cheapest option when we can.

## **Non-reimbursable expenses**

We won't reimburse the following:

- Expenses incurred by spouses or other non-employees who accompany our employees on their travels
- Unauthorised service upgrades, e.g. business class flights or hotel room upgrades
- Personal services (massages, beauty treatments etc.)
- Personal purchases, Shopping, gifts, clothes etc.
- Expenditure that later cannot be explained, or justified.
- Expenditure without an accompanying receipt.
- Lost personal property e.g. luggage, company issued property, etc..

This list is not exhaustive. Please ask Liz or one of the Directors about reimbursable expenses before you go on a business trip.

## **What are work-related expenses?**

This category includes expenses that are related to an employee either in the form of a benefit (e.g. business phone) or entertainment expenses that may occur in a business setting (e.g. professional dinners with clients or colleagues.)

These expenses may be capped and Liz or one of the Directors should approve them. If you spend more than the approved amount, you must cover the extra cost yourself. If you are not aware of an approved amount, you must check before you start spending:

We won't reimburse the following work expenses:

- Unauthorised or unscheduled business meetings with clients, partners or job candidates.
- Fines incurred while driving a company or personal vehicle.
- Non-business related subscriptions or training.
- Personal trips or personal expenditure of any type

This list is not exhaustive. Please ask Liz or one of the Directors about reimbursable expenses before you submit a claim.

## **Procedure**

When you plan to go on work-related trips, you will typically arrange most of your accommodation and transportation costs and document these expenses. You need to ascertain what budget you are being allowed to access, then:

- Document any expenses that our company hasn't directly arranged for (e.g. taxi fares.) Please ask for bills and receipts whenever you can. You might also receive a per diem sum to cover other necessary travel expenses.
- Submit your reimbursement claim, using the Excel spreadsheet to submit an expense report with all necessary documentation. Please submit your claim/report within one month of your trip.

Your manager or one of the Directors are responsible for approving reimbursement claims. If your manager approves your expenses, you will receive your reimbursement within one week, usually paid directly into your nominated bank account.

When you incur work-related expenses, you should:

- Ask for your manager's approval, they need to check your claim and sign off on the expense.
- Submit a reimbursement claim. Please submit receipts and bills for business dinners and transportation within one month.

We'll investigate any excessive expenses. In cases of consistent falsified or exaggerated claims, we will consider commencing disciplinary action.

