Expense Reimbursement Procedure

1 Purpose

To outline the procedure for the reimbursement of University Expenditure incurred by University Members and Students.

2 Scope

This procedure applies to all University Members and Students requesting Expense Reimbursement.

This procedure excludes the reimbursement of private expenses for:

- relocation expenses by a new Employee - refer to the Recruitment, Selection and Appointment Procedure; and
- motor vehicle usage claims for a private vehicle used for University Business travel - refer to the Travel Procedure.

3 Procedure Overview

Where University Members or Students have paid for University expenses using their own personal funds, reimbursement may be available.

4 Procedures

4.1 Expense reimbursement

University Members and Students should avoid using personal funds to purchase goods and services on behalf of the University. Where possible, all University goods and services should be purchased in accordance with the Procurement Procedure and the Travel Procedure.

The University recognises there may be instances where it is not practical for University Members or Students to purchase in accordance with the relevant Procedures. These include:

- Employees who are not Corporate Cardholders;
- research Students who require consumables for projects conducted off campus; and

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- visiting academics who incur costs while undertaking University Business.

Where expenses have been incurred on University Business using personal funds, reimbursement may be available if approved by a Financial Delegate for the department incurring the cost of the reimbursement.

4.2 Reimbursement requests

4.2.1 Required documentation

University Members and Students requesting reimbursement will require:

- a Tax Invoice for the goods or services purchased;
- where a Tax Invoice is not available, other supporting documentation such as a cash register docket, receipt, or invoice, that provides sufficient information as to the nature and value of the Expenditure; and
- where the Expenditure relates to entertainment, a completed Entertainment FBT Expense Assessment form.

4.2.2 Reimbursement process

Reimbursement requests are to be submitted as follows:

For reimbursement of travel related expenses, contact the USQ Travel Team at Travel@unisq.edu.au for details.

For all other reimbursements:

University Employees - submit all documentation through the University's expense management system.

University Students - submit all documentation and nominated bank account details via a request through the student portal.

Other University Members - contact the Payables Team at Payables@unisq.edu.au for details.

All requests for reimbursements require review and approval by a Financial Delegate who has the responsibility of confirming the Expenditure is for University Business and is adequately supported by documentation.

4.3 Payment of reimbursement

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Once approved, all reimbursements will be paid directly into the nominated bank account via electronic transfer.

5 References

Nil.

6 Schedules

This procedure must be read in conjunction with its subordinate schedules as provided in the table below.

7 Procedure Information

Accountable Officer	Chief Operating and Financial Officer
Responsible Officer	Director (Finance)
Policy Type	University Procedure
Policy Suite	Expenditure Policy
Subordinate Schedules	
Approved Date	8/6/2025
Effective Date	23/6/2025
Review Date	15/12/2028
Relevant Legislation	
Policy Exceptions	Policy Exceptions Register
Related Policies	Expenditure Policy Travel Policy
Related Procedures	Expenditure Procedure Procurement Procedure Recruitment, Selection and Appointment Procedure Travel Procedure
Related forms, publications and	Entertainment FBT Expense Assessment Form

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websites	Financial Delegations Schedule Financial Management Practice Manual
Definitions	**Terms defined in the Definitions Dictionary**
	Corporate Cardholder(s) A University Member who has been issued a Corporate Card, including physical card and virtual cards. Employee A person employed by the University and whose conditions of employment are covered by the Enterprise Agreement and includes persons employed on a continuing, fixed term or casual basis. Employees also include senior Employees whose conditions of employment are covered by a written agreement or contract with the University. Expenditure Decreases in economic benefits during the Reporting Period in the form of outflows or depletions of Assets or incurrences of liabilities that result in decreases in equity. This encompasses losses as well as expenses that arise in the ordinary course of business. Expense Reimbursement A method of repaying University Employees and Students when they spend their own money on University Business expenses. Financial Delegate An officer of the University who has financial authority in accordance with the University Financial Delegations. Student A person who is enrolled in a UniSQ Upskill Course or who is admitted to an Award Program or Non-Award Program offered by the University and is: currently enrolled in one or more Courses or study units; or not currently enrolled but is on an approved Leave of Absence or whose admission has not been cancelled. Tax Invoice As defined by the Australian Taxation Office. Refer to the Taxation Policy.

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	University The term 'University' or 'UniSQ' means the University of Southern Queensland. University Members Persons who include: Employees of the University whose conditions of employment are covered by the UniSQ Enterprise Agreement whether full time or fractional, continuing, fixed-term or casual, including senior Employees whose conditions of employment are covered by a written agreement or contract with the University; members of the University Council and University Committees; visiting, honorary and adjunct appointees; volunteers who contribute to University activities or who act on behalf of the University; and individuals who are granted access to University facilities or who are engaged in providing services to the University, such as contractors or consultants, where applicable.
	Definitions that relate to this procedure only
	University Business Any approved activity related to employment, career development or Research Activities at the University or in connection with the official functions of the University.
Keywords	expense reimbursement, expense claim
Record No	23/299PL

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