

Reimbursement of Expenses

We will reimburse you for pre-approved expenses incurred during the performance of your duties.

Reimbursement will be subject to you providing your manager with receipts or other evidence of payment and of the purpose of each expense.

If a company credit card is supplied to you it should only be used for expenses incurred in the course of your employment. Misuse shall result in an investigation and action up to and including termination of employment.

We ask you to demonstrate common sense and prudence when it comes to any expenditure. If in doubt, please seek the approval of your manager.

Car reimbursement for km's travelled in course of business shall be in line with rates as published by the ATO or other agreed organisation.