



Employee Expense Management Policy

Approved by the EREA Board – 25 May 2016

Rationale: This Policy sets out EREA’s clear expectation in relation to employee/officer expense management including travel expenditure, business related out of pocket expenses and corporate credit card use. The Policy will enable a process that aims to improve operational effectiveness whilst enabling employees/officers the flexibility to take ownership of their expenditure decisions in their day to day operations.

Principles:

1. EREA is committed to good governance and accounting practice.
2. EREA understands that employees/officers need to be accountable for their expense making decisions.

Policy Statement: Edmund Rice Education Australia (EREA) will allow employees/officers to be accountable for their expenditure decisions on a monthly basis based on Policy Guidelines.

EREA employees/officers are entitled to be reimbursed for properly incurred business related expenditure. When an employee/officer is issued with an EREA corporate credit card expenditure must at all times relate solely to business expenditure. EREA will establish a process to ensure employees/officers are accountable for their expenditure and reconcile all expenditure on a monthly basis.

Key Responsibilities: **EREA Board**
EREA Board has the responsibility to approve and maintain oversight of EREA Employee Expense Management Policy.

Executive Director

The EREA Executive Director has responsibility to ensure that all in EREA comply with the Employee Expense Management Policy.

Principals

Principals have the responsibility to ensure that all their respective employees/officers comply with the Employee Expense Management Policy.

Review: This policy will be reviewed in 2020.

Related Information: EREA Employee Expense Management Policy Guidelines
EREA Travel Guidelines