



EXPENSE CLAIM POLICY (WITH CLAIM FORM)

1. COMMENCEMENT OF POLICY

1.1 This Expense Claim Policy (Policy) will commence from 1/3/2020. It replaces all other expense claim policies of Gateway Group ('Gateway Group') (whether written or not).

2. PURPOSE OF POLICY

2.1 This Policy covers Gateway Group's procedure for the reimbursement of expenses incurred by employees in the performance of their duties for Gateway Group.

3. APPLICATION OF POLICY

3.1 This Policy applies to employees of Gateway Group. It does not form part of any employee's contract of employment.

4. REIMBURSEMENT OF EXPENSES

4.1 Reasonable costs incurred by an employee wholly as a result of their employment with Gateway Group may be reimbursed, in accordance with this Policy. Employees are expected to exercise good judgment and discretion with respect to all business expenses and may, in certain circumstances (at the absolute discretion of Gateway Group), be directed to obtain the authorisation of Gateway Group prior to incurring business related expenses.

4.2 The reimbursement of expenses incurred in the conduct of Gateway Group's business is subject to the discretion of Gateway Group. Gateway Group will not reimburse excessive or unreasonable expenses incurred.

5. PROCEDURAL REQUIREMENTS

5.1 Claims must be supported by appropriate documentation/receipts and authorised by Joe Boumelhem.

5.2 Claims in excess of Joe Boumelhem must first be approved by Joe Boumelhem, prior to incurring any expense.

5.3 Where you have incurred entertainment expenses in the course of your duties, reimbursement for such expenses is limited to a maximum of \$100, unless approval is sought from Joe Boumelhem prior to incurring the expense.

5.4 The Expense Claim Reimbursement Form must be completed by an employee and approved by Joe Boumelhem. All receipts must be submitted in order to request reimbursement of expenses. If Gateway Group has provided you with a credit or debit card, you will be required to use that card when incurring work related expenses, and in accordance with Gateway Group's terms of use.

5.5 Employees must ensure that sufficient information is provided to support the reimbursement of expenses. At a minimum, this should include:

- (a) the date on which the expense was incurred;
- (b) the purpose for which the expense was incurred;

Document Title: Expense Claim Policy			Authorised by: Joe Boumelhem	
Document #: POL010	Version #: 1	Issue Date: 1/3/2020	Revision Date: 1/3/2021	Page 1 of 7

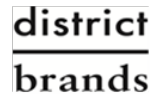


-
- (c) where the expense was incurred (for example, the location of the store where an item was purchased);
 - (d) if pre-approval is required, who approved the expense;
 - (e) amount of the expense incurred, including the amount of GST or other taxes and charges payable on the amount (eg a service charge for the use of a credit card);
 - (f) any invoices, receipts or other documentation that you have relating to the expense; and
 - (g) any other additional information or documentation that Gateway Group requests at the time that you seek reimbursement for the expense incurred.
- 5.6 If you are unable to provide any of the information above (for example, because you have lost a receipt), or you are otherwise unable to provide the information to the standard required by Gateway Group, your claim for reimbursement may be refused. In such circumstances, you may be required to sign a Statutory Declaration prior to Gateway Group accepting your claim for reimbursement.
- 5.7 If you fail to seek reimbursement for expenses from Gateway Group within 2 Months, Gateway Group may in its discretion refuse to accept your claim for reimbursement of expenses.
- 5.8 If Gateway Group accepts your claim for reimbursement, Gateway Group will reimburse you for those approved expenses, in your next usual pay period.

Variations

Gateway Group reserves the right to vary, replace or terminate this policy from time to time.

Document Title: Expense Claim Policy			Authorised by: Joe Boumelhem	
Document #: POL010	Version #: 1	Issue Date: 1/3/2020	Revision Date: 1/3/2021	Page 2 of 7



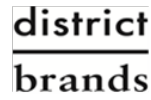
Expense Reimbursement Claim Form

Important: Receipts/Tax invoices must be attached to this form

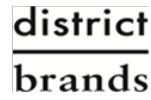
NAME

DATE

Nature of Expenses	Date expense incurred	Purpose for which expense was incurred	Where expense was incurred (if applicable - eg store name)	Who approved the expense (provide full name and position title)	Amount \$	GST \$	Total \$
Mobile/Home Phone – Business							
Home Newspapers							



<p>Motor Vehicle Expenses (provide details below):</p> <p>1. Reg. No: _____</p> <p>2. Kms travelled: _____</p> <p>3. Engine capacity: _____</p> <p>4. Odometer reading before and after trip: _____ _____</p>							
<p>Parking and tolls (provide details)</p> <p>_____ _____</p>							
<p>Parking and tolls FBT</p>							
<p>Entertainment (Give details on separate form below) *</p>							



Taxis – business (provide trip details) _____ _____ _____							
Publications							
Advertising							
Staff amenities							
Other (specify):							
TOTAL AMOUNT (\$):							

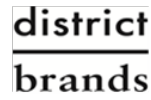
Declaration

In submitting this form, I declare all expenses are related to the proper performance of my duties with Gateway Group.

Employee Signature _____ Date _____

Signature of approver _____ Date _____

(Please print name of Approver) _____



***Entertainment Details**

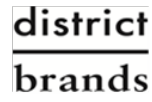
Important: Receipts/Tax invoices must be attached to this form

Date	Venue	Names	Client/Company Name	Amount (\$)
			TOTAL AMOUNT (\$):	

Declaration

In submitting this form, I declare all expenses are related to the proper performance of my duties with Gateway Group.

Signed _____ Date _____



Signature
of
approver

Date

(Please print name of
Approver)