



Version	Approved by	Approval date	Effective date	Next full review
1.0	President and Vice-Chancellor	30 November 2017	30 November 2017	November 2020
Policy Statement				
Purpose	This policy specifies the principles for determining allowable and unallowable UNSW Business Expense.			
Scope	This policy applies to all University Staff regardless of their level or seniority.			
Policy Provisions				

1. Introduction

This *Business Expense Policy* has been developed to assist UNSW Staff with their assessment if the business expenses are allowable or not. The assessment should be performed by using the four guiding principles of this Policy. These principles will also assist staff in remaining within the bounds of the UNSW code of conduct, specifically the “obligation to the University in terms of responsible stewardship of its resources and protection of its reputation in the wider community”.

This policy is supported by the UNSW [Business Expense Procedure](#) which is intended to ensure a clear and consistent understanding and implementation of this policy.

2. Business Expense Principles

All UNSW Business Expense must meet the following principles:

- o Necessary to perform a valid business purpose fulfilling the mission of the University;
- o Reasonable in that the expense is not extreme or excessive, and reflects a prudent decision to incur the expense;
- o Appropriate in that the expense is suitable and fitting in the context of the valid business purpose; and
- o Allowable according to the terms of any federal regulation, sponsored contract, or University policy.

Failure to follow this Policy and the UNSW [Business Expense Procedure](#) may result in disciplinary action and potentially a requirement for repayment by the employee. In circumstances of intentional non-compliance, both HR and Internal Audit will be informed.

Fraudulent or other intentional misuse of UNSW funds will be reported by UNSW to the police and may also be reported to the Independent Commission Against Corruption.

3. Roles and Responsibilities

The Vice-President, Finance & Operations has overall responsibility for the implementation and review of the *Business Expense Policy* and Procedure and communication of the Policy and Procedure to all UNSW staff.

The Chief Financial Officer will ensure that appropriate processes are in place to support the UNSW *Business Expense Policy* and Procedure.

Finance will monitor the compliance of the *Business Expense Policy*. Finance will conduct monthly review on rotational sample basis of business expenses.

Periodic audits may be conducted into compliance with the *Business Expense Policy* and Procedure by Internal Audit.

Accountabilities				
Responsible Officer	Vice President, Finance and Operations			
Contact Officer	Chief Financial Officer			
Supporting Information				
Legislative Compliance	Nil			
Supporting Documents	Business Expense Procedure			
Related Documents	UNSW Code of Conduct Procurement Policy Procurement Procedure Fraud and Corruption Prevention Policy Travel Policy Travel Procedure Gifts and Benefits Procedure Credit Card Policy Credit Card Procedure			
Superseded Documents	Nil			
File Number	2017/26600			
Definitions and Acronyms				
No terms have been defined				
Revision History				
Version	Approved by	Approval date	Effective date	Sections modified
1.0	President and Vice-Chancellor	30 November 2017	30 November 2017	New Policy