

2021 Statement on Financial Restrictions

Last year due to the economic impact of COVID-19 on the University, a series of financial restrictions were put in place in relation to non-essential business expenditure for an interim period. Management Board has noted the potential for an improved financial result for 2021 and has agreed that the University will relax a number of former expenditure restrictions. Though 2021 appears slightly favourable, 2022 and 2023 will remain a challenge and so caution is still required.

With immediate effect:

- 1. All areas of the University may incur business expenditure up to their approved expenditure limits.**
- 2. All expenditure must be incurred in strict compliance with all relevant policies and procedures**

Expenditure must be for a legitimate University purpose, meaning they are reasonable and appropriate in the circumstances, and publicly defensible. The expenditure must not be, or perceived to be, excessive and must meet the [Business Expense Policy](#) principles:

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

In particular with the resumption of credit card usage (details noted below) it should be said that non-compliance with policy and procedure will not be tolerated and action will be taken for such contravention.

3. Credit Card usage will resume in a controlled manner

Most University credit cards have been suspended with credit limits reduced to zero, effective from 7 May 2020. These suspensions will now be lifted in a controlled and sensible manner. Faculties and Divisions may have different approaches to administering credit cards and therefore this reintroduction will be managed locally according to local conditions.

Finance Business Partners play a key role in this process and should assist in the implementation. Credit cards are typically an area where non-compliance is experienced as part of this reintroduction of credit cards all holders should be made aware that non-compliance will not be tolerated.

The [Business Expense Procedure](#) (BEP) provides advice on what is allowable as well as providing guidance on limits for some expenditure which continues to apply **with the exception of the following additional financial restrictions:**

- **Travel** - International Travel and Domestic Travel approval is subject to the guidance which can be found on the [COVID-19](#) and [Travel website](#). All travel must be booked via the mytravel portal with preapproval sought from your manager.
- **Work from home equipment** – UNSW expenditure (including the use of your UNSW credit card) for home office equipment and consumables (both IT and non-IT) is not permitted.

Some financial restrictions remain in place as follows:

- **Expenditure on activity under various projects and plans**, including the Estate Development Plan, the Estate Improvement Plan, the IT program and the 2025 Strategy is now subject to regular review and adjustment by Management Board.
- **Appointment or engagement of staff** - the Management Board Recruitment Sub-committee will now focus its attention on ensuring recruitment is undertaken only where there is budget to do so.

Implementation of the changes is effective immediately from 20 May 2021.