



Reasonable Business Expenses Policy

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Purpose

On occasion, Get Skilled Access (GSA) employees will be required to undertake activities that will incur reasonable business expenses (e.g. commuting, travelling, client entertainment.) The Reasonable Business Expenses Policy is intended to provide clarity on guidelines and procedures surrounding reasonable business expenses.

Scope

The Reasonable Business Expenses Policy applies all employees at GSA (including permanent, fixed term and casual) as well as associates and contractors.

Employee (including Associates / Contractors) Responsibilities

All GSA employees (including Associates and Contractors) are expected to exercise pragmatism and good judgment when participating in activities that incur reasonable business expenses. Where a policy is unclear or silent on a particular matter, employees are expected to seek clarification from management to determine the best path forward.

All other GSA policies and standards continue to apply whilst participating in activities that incur reasonable business expenses.

Approvals

Unless otherwise noted in this policy, prior approval is required by the GSA CEO or your reporting manager prior to the incurring of any reasonable business expenses.

Reimbursement Method

In instances where an employee uses their personal credit card for approved reasonable business expenses, timely reimbursement may be achieved by emailing the following to their reporting manager at least 3 business days prior to payday:

1. An itemised expense reimbursement form (available in Box);
2. Receipts for all relevant expenses

In the event the form and receipts are not received by the reporting manager at least 3 business days prior to pay day, reimbursement will be delayed until the next pay period.

Commuting (above & beyond commute to GSA offices)

In cases where commuting for business reasons (e.g. to a client site) incurs incremental mileage beyond the employee's normal commuting distance to/from the GSA office, the



employee may seek reimbursement for the incremental mileage at the prevailing ATO cents per km rate (72 cents per km for the 2021-2022 tax year).

Prior approval from the employee's manager is not required to claim km's travelled under these guidelines.

Interstate Travel

Booking Travel

Where possible employees are encouraged to book their own travel and accommodation using their own credit card, however where use of the GSA credit card is required, the employee should discuss this with their reporting manager.

Flights – fares & class of travel

GSA's default position is that flights should be booked at the lowest cost non-refundable economy fare. In instances where circumstances require a flexible fare, reporting manager pre-approval should be obtained.

Meal Reimbursement

Where business travel requires the employee to be away from home during regular meal times, GSA will reimburse reasonable meal expenses in accordance with the following guidelines:

Breakfast: hotel bookings should be secured at a rate inclusive of breakfast, where possible. Where not possible or pragmatic, up to \$25 may be claimed for breakfast.

Lunch: up to \$20

Dinner: up to \$40

Hotels

Employees may exercise discretion in booking hotel accommodation that is most suitable to them. GSA has found the following hotels to be comfortable and accessible:

- Sydney: QT
- Melbourne: Quest St. Kilda Road

Employees with additional suggestions about comfortable and accessible hotel accommodation are encouraged to share this with management so that our knowledge base and options can continue to grow.

Hotel rates can vary significantly as a result of demand and seasonality. As a general rule GSA has found a rate of \$250-300 per night to be the norm however where rates exceed this amount the employee should consult with their reporting manager regarding alternatives prior to booking.



The following expenses associated with hotel stays are not reimbursable:

- Minibar
- Laundry (except for stays exceeding 3 business days)
- Room service (except as a part of approved meal reimbursement limits)

Ground Transport

Ground transport via taxi or rideshare (e.g. Uber). Reimbursable ground transport expenses associated with interstate travel include:

- Home to airport / airport to home
- All business-related travel at destination

Client Meals and/or Entertainment

In instances where GSA employees participate in client (current or prospective) meals and/or entertainment, pre-approval from the reporting manager should be sought on the activities to be undertaken and a reasonableness lens shall be applied to the potential expenses associated with such activities.

The most senior GSA team member in attendance will be responsible for payment of reasonable expenses.