



Australia Expense Reimbursement Procedure

This guide outlines the rules for expense reimbursements in Australia, including eligible expenses, required approvals, documentation standards, and submission deadlines. All processes follow Australian law and ATO (Australian Taxation Office) guidelines.

Eligible expenses



1. Travel expenses

- ✓ Reimbursable ✓ Tax deductible (if business-related)
- Must be for business purposes (e.g., meetings, conferences).
- Follow company travel policies.
- Per diem and mileage rates must align with ATO guidelines.
- Mileage is reimbursed at the ATO-approved rate.
- Only business-related travel is eligible; personal trips are excluded.



2. Work-related purchases

- ✓ Reimbursable ✓ Tax deductible
- Must be necessary and reasonable for the role (e.g., supplies, software).
- Purchases over AUD 1,000 may be treated as company assets (not standard reimbursement).
- GST (goods and services tax) on business purchases is refundable (input tax credit).



3. Home office costs

- ✓ Reimbursable ✓ Tax deductible
- Applicable if working from home regularly.
- Reimbursement is based on the percentage of home use for business purposes.
- Only applicable to legitimate business expenses (e.g., internet, electricity).



4. Client & business entertainment

- ✓ Reimbursable ⚠ Not tax deductible (unless FBT applies)
- Includes meals, drinks, and entertainment during client-related activities.
- Must be directly related to business purposes.
- Fringe Benefits Tax (FBT) applies unless the exemption criteria are met.
- Deductibility is subject to ATO entertainment rules.



5. Other specific expenses

- ✓ Reimbursable if business-related Tax treatment: case-by-case
- Must be justified as a work-related expense (e.g., subscriptions, memberships).
- Must comply with company policy and ATO guidelines.
- Personal expenses (e.g., gym memberships, insurance) are generally not reimbursable unless they are legally compliant and may be subject to FBT at 47%.

⚠ Required documentation

- Itemised receipts (e.g., flights, accommodation, taxi services).
- Business justification for the expense.
- Supervisor or manager approval.



Approval and compliance notes

Approval process:

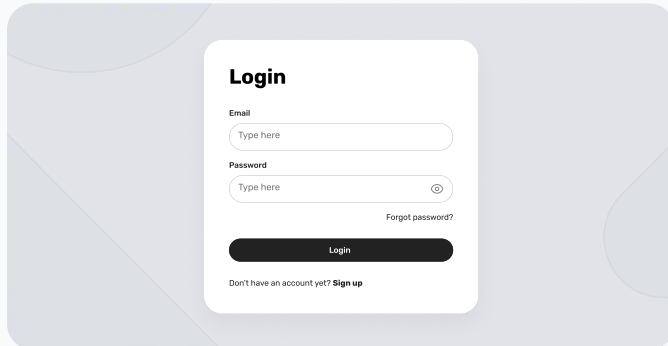
- All expenses must be pre-approved by a direct manager or supervisor.
- High-value expenses may require approval from senior management.

Compliance requirements:

- Expenses must fall within the ATO's "reasonable amounts."
- Documentation must be clear, complete, and submitted on time.

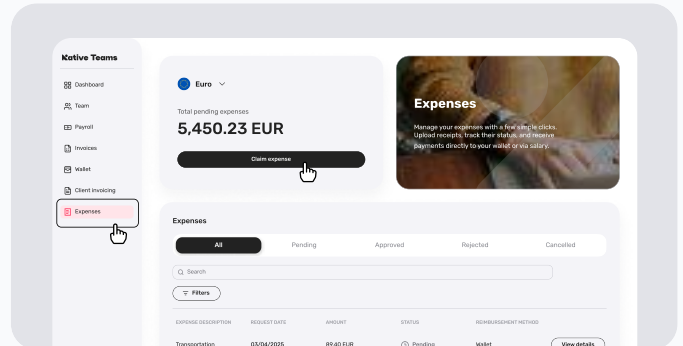
Expense Submission Process

Submitting via **Native Teams** Platform



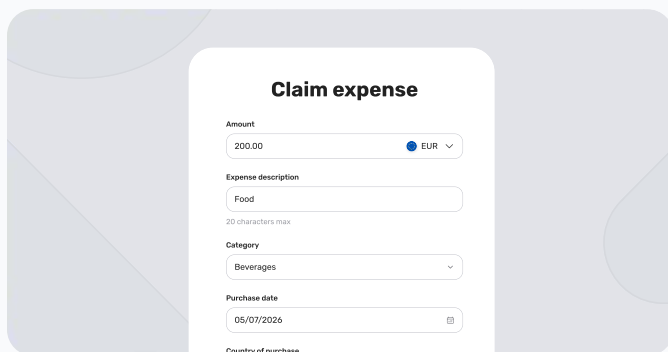
STEP 1

Log in to your Native Teams account.



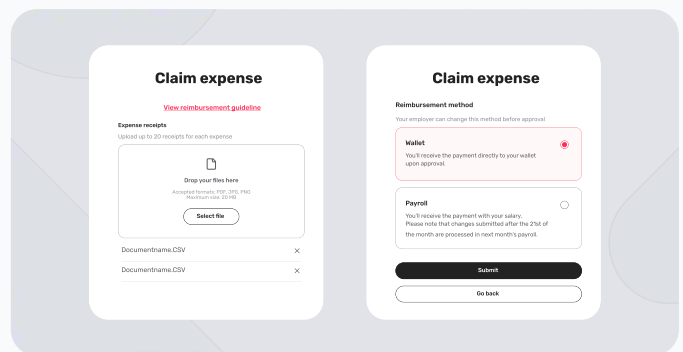
STEP 2

Click on the **Expenses** section on the left side menu and then on the **Claim expense** button.



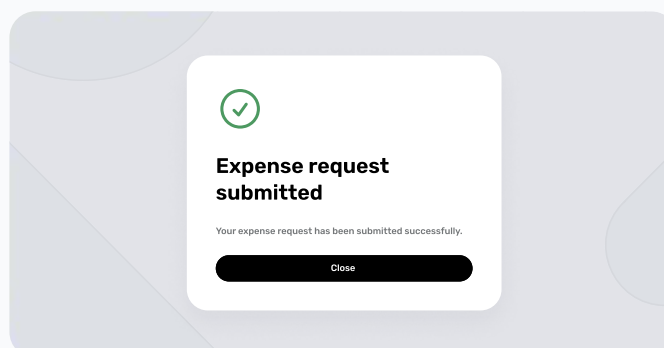
STEP 3

Fill in the required fields for the amount, expense description, category, purchase date, and country of purchase.



STEP 4

Attach a proof and select your reimbursement method: wallet or payroll.



STEP 5

Submit the claim and wait for your employer's approval of the reimbursement.

⚠ Submission deadlines

- All expense claims must be submitted by the **10th of the month** to be processed in the same payroll cycle.
- Claims submitted after the 10th will be included in the following month's payroll.
- If the 10th falls on a weekend or public holiday, the deadline will be brought forward to the previous working day.

Native Teams

For any questions regarding expense reimbursements, please
contact customersuccess@nteam.com