

## REIMBURSEMENT OF EXPENSES PROCEDURES

<b>Section</b>	Finance, Strategy and Information Technology
<b>Contact</b>	Finance
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<b>Approval</b>	n/a

**Title:**

Reimbursement of Expenses Procedures

**Purpose:**

The purpose of these procedures is to provide guidance to staff with respect to staff reimbursement claims and approval.

**Procedures:**

Any staff member claiming reimbursement of expenses must complete the following forms and provide the completed documents to the relevant offices prior to completing their first claim:

- *Request for Access to FlexiPurchase for Staff Reimbursements* – return to FlexiPurchase Administrator, Finance and Asset Management, PN902

All claims for reimbursement of expenses must be made through the University's FlexiPurchase financial management website.

To make a claim, staff should follow the steps outlined in the section titled "Logging in and Making a Claim" within the *FlexiPurchase: Staff Reimbursements User Guide*.

To delete or amend a claim, staff should follow the steps outlined in the section titled "Deleting or Amending a Claim" within the *FlexiPurchase: Staff Reimbursements User Guide*.

Once all information relating to the claim has been entered into FlexiPurchase, the staff member must print the statement report, attach receipts relating to the purchases listed on the statement report and provide these to their designated administrator.

To print a statement report, staff should follow the steps outlined in the section titled “Printing your Claims Statement” within the *FlexiPurchase: Staff Reimbursements User Guide*.

All claims must be approved by a delegated administrator before payment can be made.

To approve claims made by a staff member, the delegated administrator must sign in to FlexiPurchase and follow the steps outlined in the *FlexiPurchase: Managers/Approvers User Guide*.

**Audience:**

All staff

**Definitions:**

*Claim* refers to the application for reimbursement of expenses incurred with respect to the conduct of University business.

*Delegated administrator* refers a person who has been delegated authority, in accordance with Massey University’s Delegations of Authority Document, to approve staff reimbursements.

**Relevant Legislation:**

None

**Related Procedure/Documents:**

[Reimbursement of Expenses Policy](#)  
[FlexiPurchase: Staff Reimbursements User Guide](#)  
[FlexiPurchase for Staff Reimbursements: Application Form](#)  
[FlexiPurchase: Managers/Approvers User Guide](#)  
[Delegations of Authority Document](#)

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