SCHOOL NAME Excursion Expenses Policy

## Introduction

SCHOOL NAME may provide access to a virtual corporate card or reimburse eligible employees travelling for the purpose of their employment. This policy governs the reimbursement of expenses incurred by staff members of School Name during authorised school excursions. The aim is to ensure that all expenses related to school trips are managed efficiently and responsibly.

## Eligible Expenses

[School Name] will reimburse reasonable and necessary expenses directly related to school excursions, which may include:

* *Transportation costs (e.g., bus fares, fuel for school vehicles)*
* *Admission fees for venues or attractions*
* *Meals and snacks for students and staff during the excursion*
* *Accommodation costs (if applicable, for overnight trips)*
* *Supplies or materials purchased for educational purposes during the excursion*
* *Other approved expenses deemed necessary for the excursion.*

Expenses must be pre-approved by the relevant school authority to be eligible for reimbursement.

SCHOOL NAME will not pay for any unauthorised expenses.

#### **Exceptions**

Exceptions to this policy may be considered under special circumstances. Employees must obtain prior authorisation from the finance manager and department head. You may apply for an exception if necessary. Inform the finance team and your manager about the expense you want to make – you might receive authorisation in special cases.

## Budget Limits

Budget limits will depend on your role within SCHOOL’S NAME, your department and the type of business trip. You will be advised of your budget limit before your trip, however as a general rule, the limits are (BELOW ARE EXAMPLES ONLY):

* Transportation: Use of school-owned vehicles is encouraged where possible. Reimbursement for external transportation will be based on the most cost-effective option.
* Staff meals and incidentals: $50 per day.
* Accommodation: If overnight stay is required, accommodations should be budget-friendly and pre-approved.

Budget limits may be adjusted based on the location and nature of the excursion.

## Expense Reports

Every purchase must be accompanied by proof of purchase and a complete expense report.

If you are using a virtual corporate card, it is connected to an expense management system. Purchase data such as the merchant name, amount, category, date and time is synced in real-time with the expense management system.

If you are reimbursing, the purchase data is to be entered into the expense management system in order for you to be reimbursed.

After making a purchase, open the expense management mobile application and take a photo of the receipt. Please confirm the GST amount, Expense category, Budget and Description.

For purchases made in Australia over $82.50 (including GST), make sure that all receipts have GST values. This is so that SCHOOL NAME can claim back the GST amount from the government.

## What is a virtual corporate card?

A Virtual corporate card is a digital representation of a physical corporate card. The virtual card is added to your business or personal smartphone digital wallet. You will then be able to use it for business-related expenses. Merchant info, GST, and expense categories are captured at the time of spending, which reduces the time spent on expense reporting.

Having the virtual card on your mobile phone helps track and process expenses, prevent fraud and make payments more efficiently.

We may issue virtual cards that can be used for a specific purpose only (e.g. payment for a special product or service).

## Staff responsibilities

During school excursions, staff members are responsible for:

● **Downloading the expense management system application and, if given one, add the virtual card to your mobile device wallet.** You will receive an email with how to download the app and how to add it to your wallet.

● **Protecting your card to the best of your ability**. Don’t leave it unattended or let unauthorised people use it (e.g. friends, family, colleagues). However, you are able to make purchases on your card on the behalf of other employees.

● **Reporting if your phone is stolen or lost as soon as possible**. If, for example, there’s a break-in at your hotel and your phone is taken, you need to file a police report and call our accounting and IT department immediately.

● **Using their virtual card only for approved reasons**. Follow the instructions in this policy and agreement please don’t use the corporate virtual card for personal or unauthorised expenses, even if you intend to compensate the charges later.

● **Document all expenses** by taking a photo of the receipt and completing the expense report (see Expense Report section above).

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## Violating this policy

You are expected to comply with this Excursions Expense policy and we may take action if you violate this policy. For example:

● If you lose a receipt, you’ll need to inform the finance department as soon as possible.

● If you fail to submit your receipts on time, you’ll need to pay them yourself.

● Giving access to your corporate card to unauthorised people or abusing the expense limits may result in suspension or termination.

● Making prohibited purchases as mentioned previously (e.g. weapons, drugs) may result in disciplinary action.

SCHOOL NAME has the right to review your excursion expenses incurred on a corporate card and withdraw it if there’s any inappropriate use.

## Staff Agreement

By participating in school excursions and incurring expenses on behalf of SCHOOL NAME, staff members acknowledge their understanding and acceptance of this policy.

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