

# Expense Claim Policy and Procedure



# Expense Claim Policy and Procedure

<b>Title</b>	Expense Claim Policy and Procedure
<b>Type</b>	Policy / Procedure
<b>Department</b>	All staff
<b>Location</b>	All locations
<b>Intended for</b>	All Personnel

## Purpose

Expense Claim Forms are utilised for staff to be reimbursed for acceptable and approved expenses. Expenses include (but not limited to):

- **Aviation Security Identification Card (ASIC)**

As part of your role at Star and working at the Airport, you are required to obtain an ASIC card. The cost of this card is dependant on the Airport you work at. You will be required to pay for your ASIC, and then once it has been successfully obtained, you are entitled to a reimbursement of the cost of the ASIC card (minus the bond payment, as this is returned to you by the Airport authority when you return your ASIC card).

Note: Your ASIC card is your responsibility. Star Aviation does not cover the cost of any lost or damaged ASIC cards, such costs in those circumstances are covered by the employee.

- **Safety Footwear**

When working Airside/on the tarmac, safety boots are required to be worn on shift at all times. If you choose not to order a pair of safety boots from Star Aviation's Uniform Supplier, you will need to purchase a pair of enclosed safety boots and are entitled to receive a reimbursement to the value of \$40.00. Safety footwear must be:

- Black in colour
- Fully enclosed
- Reinforced at the toes to protect the feet from hazards
- Please avoid purchasing safety footwear with metal

- **Purchases Made on Behalf of the Company**

In all circumstances, employees should use the company allocated corporate Weel card to purchase items on behalf of the company.

However, if there is an exceptional circumstance where there is a requirement for a

purchase to be made on behalf of the company in the absence of a corporate card or petty cash, it **MUST** be approved by the relevant Airport Manager, Head of Department or HR **PRIOR to purchase.**

### Expense Claim Forms

In order to have your Expense Claim Form processed by Payroll you must:

- Complete the Expense Claim Form on Swag mobile app or via The Runway (ELMO Payroll) website and ensure that you attach supporting receipts
- Expense Claim Forms will be sent to your manager for review and approval
- Once approved, Payroll will process in the upcoming pay run

### Expense Claim Payments

Please refer to the Expense Claim Process to ensure Expense Claims are processed in a timely and efficient manner.

All Expense Claims will be paid to the individual to their nominated bank account on the upcoming pay cycle.

Expense Claims are displayed on pay slips available on Swag mobile app or The Runway (ELMO Payroll) website.

# Expense Claim Process

Steps	Process	Explanation
1	Complete an Expense Claim Form	<ul style="list-style-type: none"> <li>• Complete an Expense Claim on Swag mobile app or via The Runway (ELMO H R) website</li> <li>• Complete all sections of the Expense Claim Form</li> <li>• Attach support receipts</li> </ul> <p>NOTE: If an Expense Claim Form is not signed off by a Manager and/or if supporting receipts are not attached then your Expense Claim Form cannot be processed by Payroll. If you require assistance lodging your expense claim, please seek guidance from your manager</p>
2	Expense Claim Form Reviewed	<ul style="list-style-type: none"> <li>• Completed Expense Claim Forms will be reviewed and approved by your Manager</li> <li>• Managers may request additional information prior to approving your expense claim</li> </ul>
3	Payroll to process Expense Claims	<ul style="list-style-type: none"> <li>• Approved Expense Claims will be included in the upcoming fortnightly pay run</li> <li>• Processed Expense Claims will be outlined on your payslip on Swag mobile app or via The Runway (ELMO Payroll) website</li> </ul>
4	Expense Claim Queries	<ul style="list-style-type: none"> <li>• If you require assistance lodging your expense claim on Swag mobile app or via The Runway (ELMO Payroll) website, please contact your direct manager</li> <li>• Please email payroll@staraviationservices.com.au if you have any queries relating to your paid expense claim</li> </ul>

# Amendments

Version	Amendment (Reason for change)	Section	Date	Who
001	Creating a document outline for expense claim process	Document creation	9Sep24	Adam Davidson