



M.A.T.E.S
Material for Advancement in
Training for Excellence in Sales

BUSINESS EXPENSES AND TRAVEL POLICY OVERVIEW

The information contained in this Policy explains in detail the business and travel expense and ensures business and travel expenses are at all times authorised and processed in line with Toymate Policy. The Policy covers both interstate, local and overseas travel and expenses. It is not only important for you to be able to understand this policy, but to also realise the consequences to the business if our best practices are not followed as outlined in this Policy. The Policy is designed to ensure the business expenses are closely managed with no overspending and are able to be successfully reconciled by accounts. Following the guidelines set out in this policy will ensure that the business expectations are met.

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1. PURPOSE

- 1.1 This Policy outlines the procedures and guidelines for business expenses and travel policy.
- 1.2 This Policy, where relevant, operates in conjunction with an employee's contract of employment.

2. COMMENCEMENT OF THE POLICY

- 2.1 This Policy will commence from 11/7/2020. It replaces all other leave policies of Toymate ('Toymate') which deal relating to Business Expenses and Travel.

3. APPLICATION OF THE POLICY

- 3.1 This Policy applies to employees (including temporary employees) of Toymate.
- 3.2 This Policy does not form part of any employee's contract of employment. The Policy is not intended to override the terms of any award, enterprise agreement or contract that applies to an employee.

4. BUSINESS EXPENSE AND TRAVEL POLICY

- 4.1 As an employee of Toymate you may sometimes purchase items or services that are work-related. In many cases, Toymate will reimburse you in part or in full provided that expense has been authorized as explained in this Policy. Our business expense and travel policy define eligible expenses as well as the process for receiving reimbursement.
- 4.2 Employees who spend their own money for work-related items or services and can provide adequate proof of their spending within 30 days will be eligible for a partial or full reimbursement.
- 4.3 Employees who book travel such as flights, accommodation, hire cars or meals whether they be booked through head office or charged to a company credit card or paid by the employees own money must follow certain criteria to ensure expenditure is within the Policy outlined.
- 4.4 This policy applies to all Toymate employees authorized in writing by Idan and or Danny.

5. REIMBURSABLE EXPENSES

- 5.1 Toymate will reimburse employee expenses that are related to:
 - I. Business travel, accommodation, hire car, fuel, toll
 - II. Approved local transportation
 - III. Office/Business supplies
 - IV. Approved work-related outings, meals, entertainment, Conferences.
 - V. Approved Phone
 - VI. Other approved expenses

***These expenses must be approved prior to purchase to guarantee reimbursement. If your line manager does not deem them appropriate or necessary for work, the expense will not be reimbursed.**

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If you are at any time unsure about whether an expense can be reimbursed, always ask your line manager.

6. NON-REIMBURSABLE EXPENSES

- 6.1 Toymate will not reimburse the following expenses:
- I. Any non-work-related personal purchases
 - II. Lost personal property
 - III. Unauthorized upgrade on a flight, accommodation, or other service
 - IV. Expenses incurred by spouses or other non-employees
 - V. Meals or entertainment during unauthorized business meetings
 - VI. Fines incurred while driving a company vehicle
 - VII. Expenses which have not been approved or are in excess of the Policy guidelines.

The above lists are not exhaustive. If you are at any time unsure about whether an expense can be reimbursed, always ask your line manager and or Idan or Danny

7. REIMBURSEMENT PROCEDURE

- 7.1 Keep all original receipts for reimbursable expenses. Expenses cannot be paid unless receipts are valid and available to be viewed for approval.
- 7.2 At the end of each month or on the 1st of each month complete an expense reimbursement form in full. Number all receipts in the top right-hand corner and photocopy all receipts.
- 7.3 Ensure the expense reimbursement form is completed accurately at all times.
- 7.4 Send the completed reimbursement form and receipts via email to approval@toymate.com.au for approval. Loss Prevention and or head of operations will review and then send the approved form to accounts for processing.
- 7.5 Select the appropriate category for the expense (i.e. Accommodation, Transport, Fuel, meals etc).
- 7.6 Expenses not categorized in the form are to be categorized as Miscellaneous and a description of the expense noted in the form.

EXPENSE REPORT

For Office Use Only

PURPOSE: _____ STATEMENT NUMBER: _____ PAY PERIOD FROM: _____ TO: _____

EMPLOYEE INFORMATION:

NAME _____ POSITION _____ SSN _____
 DEPARTMENT _____ MANAGER _____ EMPLOYEE ID _____

Date	Account	Description	Hotel	Transport	Fuel	Meals	Phone	Entertainment	Misc.	Total
Total				\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

APPROVED: _____	NOTES: _____	SUBTOTAL	
		ADVANCES	\$0.00
		TOTAL	\$0.00

8. FLIGHTS

- 8.1 All interstate, Local or international travel and flights must be approved in writing by your line manager and must be directly business related.
- 8.2 The booking of flights whether they are booked by head office or the employee, should be booked online choosing the cheapest total fair possible. Avoid expensive airlines, peak periods and times.
- 8.3 Use flight booking sites such as Sky Scanner, Wotif or directly with the airline if they have specials etc. From time to time great deals can be found by doing a little searching saving the business a lot of money.
- 8.4 Missed flights which are the employees' fault, and which are rebooked are at the employee's costs and can-not be reimbursed. If there is a valid reason as to why a flight was missed the employee should discuss it with their line manager.
- 8.5 Where the employee has paid for a flight with their own money the expense should be claimed on the expense reimbursement form at end of month.
- 8.6 Travel smart so as to not incur additional charges for additional luggage or heavy luggage when it could be avoided.
- 8.7 As you are an employee of Toymate on business you are representing our business and must ensure you are conducting yourself in a professional and courteous manner at all times.

9. ACCOMMODATION

- 9.1 All interstate, Local or international accommodation must be approved in writing by your line manager and must be directly business related.
- 9.2 The booking of Accommodation whether booked by head office or the employee, should be booked using the most reasonably priced accommodation possible. It is noted that accommodation costs vary from state to state or country to country. In respect to this accommodation costs over \$100 per employee per day should be approved by the employee's line manager.
- 9.3 Mini Bar charges are at the employee's costs and are not reimbursable.
- 9.4 As you are an employee of Toymate on business you are representing our business and must ensure you are conducting yourself in a professional and courteous manner at all times and respecting the relevant accommodations policies.

10. HIRE VEHICLES/TAXIS/UBER

- 10.1 All interstate, Local or international travel vehicle hire must be approved in writing by your line manager and must be directly business related. This Policy also relates to occasions a hire vehicle may be used to transfer stock from store to store.
- 10.2 Where a hire vehicle is required there are many hire cars companies with low prices. East Coast Rentals – Thrifty – Alamo – Budget to name a few. Hire cars over \$80 per day in hire charge must be approved by the line manager. If the employee pays for the hire car, fuel and additional KM and tolls out of their own money the employee is to complete an expense claim form as per instructions in this policy.
- 10.3 As you are an employee of Toymate on business you are representing our business

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and must ensure you are conducting yourself in a professional and courteous manner at all times and respecting the relevant vehicle hire policies.

Fines or road traffic offences are at the employees cost and will not be reimbursed by Toymate.

- 10.4 The use of Uber or Taxis for short distance trips is permitted provided the travel distance is reasonably short and the overall costs would be less than or equal to a hire car total charges including petrol, tolls, hire charge. If the employee pays for the transport out of their own money the employee is to complete an expense claim form as per instructions in this policy.

11. FUEL/TOLL/PARKING

- 11.1 Fuel and Toll charges for company vehicles and or hire vehicles if paid for by the employee out of their own money and should be added to the expense claim form for reimbursement as per the policy. Where a Toll pass is provided the reimbursement is not applicable as this charge is paid out of head office.
- 11.2 Parking in car parks and in metered areas is at the employee's costs. There is no reimbursement for parking in car parks or metered parking unless it has been specifically approved in writing by the employees Line Manager.
- 11.3 Short term parking at airports is permitted if traveling for work provided the parking is short term such as no more than 2 days. Parking allowance per day at an airport is \$30 per day. The employee is to calculate if it is cheaper to get a taxi, Uber or other mode of transport to the airport and back.
- 11.4 Fines and traffic infringements are at the employee's costs and are not the responsibility of Toymate.

12. MEALS

- 12.1 Employees travelling interstate or overseas for work are permitted to purchase meals. There is a \$50 allowance per day for meals whilst the employee is working interstate. Overseas travel expenditure if over \$50 per day is to be approved by the line manager.
- 12.2 Where the employee is meeting with company clients as a business-related meal or occasion the employee must obtain approval in writing from the line manager and claim this expense as entertainment. Approval can be in the form of an email which must be produced if an internal audit is conducted or requested by the owners of Toymate.
- 12.3 All other special circumstances must be approved by the line manager first such as the employee having to work in another store in the same State which they reside, and which requires accommodation overnight and meals.

13. PHONES

- 13.1 Reimbursement for phone expenses is only permitted if approved by Idan in writing. Generally, this applies to the operations department. A \$50 allowance per month is provided for employees who have been approved. This allowance is not for each phone the employee may have. Only one phone allowance is permitted for the employee per month. Employee is to add the phone charge of \$50 to the reimbursement form.

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14. **ENTERTAINMENT**

14.1 Entertainment expenses are expenses approved by the employee's line manager which are work related. Examples of this may be department party, staff members birthday, staff outing, business meeting meal or outing. The expense should be in line with the meal allowance of \$50. Anything above \$50 should be approved in writing by the line manager.

15. **MISCELLANEOUS**

15.1 Miscellaneous expenses are all expenses which do not fall into any of the categories above. These are special expenses agreed upon by the employee and Idan or Danny only. These expenses are generally over \$100. Expenses related to contractors/equipment hire and instore expenses are covered in the instore expense and invoice policy.

13.POLICY ACKNOWLEDGEMENT

I, _____, hereby acknowledge that I have read and understand the Toymate Business expenses and Travel policy on Date and Time _____, I understand that I am responsible for complying with the policy rules. I understand that violation of such policy may result in consequences including termination of my employment.

Signature: _____

Toymate Management
June 2020

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