TEG EXPENSE & CORPORATE CARD POLICY

Current as of April 2024

Purpose

- This policy outlines the policies and procedures that should be followed by all TEG employees regarding expense claims.
- As well as policies and procedures regarding the use of Corporate Credit Cards and is designed to ensure Corporate Credit cards are used appropriately and expenses are processed correctly.

Scope

- All TEG employees

Policy Statement

The policy applies to all TEG employees. TEG provides corporate credit cards and reimburses employees for expenses which are business related. The purpose of the policy is designed to ensure:

- that an employee is reimbursed for expenses in a timely manner.
- Employee and credit card expenses are submitted in a timely manner by the employee to ensure accurate and prompt processing.
- accurate tracking of expense items to budget.
- Employees must make mandatory use of preferred suppliers for the relevant expenditure. Approval for exceptions from preferred supplier must be received from the department head and CFO prior to undertaking expenditure.
- Employees are expected to follow the principle of cost-conscious ownership and minimization, i.e., treat costs as if it's your own dollars being spent.
- expenses are processed correctly for all Domestic & International air travel

Policy Owner and Effective Date

Chief Financial Officer
Last Update: 8 April 2024
Effective Date: 1 February 2024
Review Date: 1 February 2025

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Current as of April 2024

TEG Expense Policy

- All expense claims must be completed via the Concur portal: https://www.Concursolutions.com
- Completion of the employee expense claim declaration and approval of the claim are two distinct functions that must be exercised by independent employees.
- The below policy applies to both expenses incurred on Company issued credit cards and to Cash reimbursements of expenses, which are both claimed via Concur.
- All expense claims must be accurately entered into Concur by the employee and approved by the line manager to which the employee ultimately reports to.
- It is the responsibility of the line manager to ensure that the expense reimbursement is within the allocated department budget expenditure prior to authorising the expense claim.
- It is the responsibility of employees to submit their completed expense claim form and receipts via Concur for payment.
- Expense claims approved, that are missing receipts or have incomplete information, will be rejected by Accounts Payable and will then need to be re-submitted. Submissions that include entertainment expenses need to include the correct documentation as detailed in “Policy Rules by Expense Type” (Page 4) section of this policy.
- Where required by local legislation a Travel Diary must be maintained. In Australia and New Zealand due to fringe benefits tax law, the Australian Taxation Office and New Zealand Inland Revenue Department require a Travel Diary to be kept when an employee is away for six (6) or more consecutive nights on domestic or overseas travel. It is mandatory to submit your Travel Diary as it will be reviewed to determine whether the expenditure was necessarily incurred in relation to company business. Completed diaries should be sent to the Expenses email. Expenses@t-e-g.com.au
- See Travel Policy for detailed instructions on travel.
- All expense claims undergo a review with the Accounts Payable team for completeness and follow agreed sign off delegation before they are paid.
- For employees of Touring business units, the submissions via Concur and for any mileage claims must go to the respective Finance Manager in the first instance to ensure all tour/event related costs are coded and captured correctly, following which, they go to the Line Manager for approval then are entered into Concur correctly for processing.
- **Expenses must be submitted no later than 1 month after the expense has been incurred. Management reserves the right to decline expenses submitted late and to seek recoupment of any unauthorised expenses paid for on a company credit card.**

Coding of Expense Claims

- All expenses on your claim form must be correctly coded before being submitted for re- imbursement. Expense type can be selected via dropdown boxes in Concur. Please contact Accounts Payable if in doubt, regarding correct expense classification or applicable tax rates to be utilised. (Refer to Concur Expense Types)
- Attach ALL original TAX receipts to Concur.

Missing receipts

- For missing receipts, a 'Missing Receipt Affidavit' should be completed in Concur. This should include an itemised listing of expenses that are missing receipts.
- Employee declarations will not be accepted where receipts are missing for airline travel, accommodation, or entertainment expenses.
- It is at management's discretion if payments not containing receipts will be paid, however, these expenses will not be paid if they are not on the corporate card.

Payment of Expenses

- Expenses are processed fortnightly by the Accounts Payable team.
- Payment of expenses is by direct deposit.
- Employees should submit their bank account details to Accounts Payable so that the expense claims can be paid directly to your nominated bank account.
- It is the responsibility of the employee to inform Accounts Payable of any changes to bank account details.

NB: Accounts Payable should be notified of your bank details for expense claims as payroll account information is processed separately.

Travel Diary

Australia & New Zealand Only

- The purpose of a Travel Diary is to keep a record of business activities whilst on Domestic or International business-related travel.
- A Travel Diary is compulsory for all international business travel and necessary in complying with FBT rules for the ATO and must be completed when you spend 6 or more consecutive nights away on business.
- A Travel Diary is only compulsory for domestic travel where the travel is not undertaken exclusively for business purposes.
- A Travel Diary must accompany your expense claim form, or your reimbursement payment will not be processed.
- Click here, to download a copy of the TEG Travel Diary template.
- For Corporate Credit Card holders, a Travel Diary must accompany your monthly expense claim and Company Card statement.

Policy Rules By Expense Type

1. Entertainment Expense Claims

As part of the ordinary course of business, client entertaining is required.

In line with our general Travel & Expense Policy guidelines you should always be mindful of the appropriate and responsible level of spending in this area.

Entertainment Expenses are those expenses incurred whilst:

- Entertaining clients or employees at breakfast, lunch, dinner & coffee meetings
- Entertaining clients at social functions
- The receipt must be a valid “Tax Invoice”.
- A credit card receipt by itself is not adequate to meet requirements under tax legislation. A TAX receipt must also be provided.
- Meals Allowances for personal meals or when entertaining should not exceed $90.00 AUD/day per person (45GBP/day per person equivalent) unless approved by line manager in advance of expense being incurred unless. This is not applicable to Leadership team members, however costs should be within agreed budgets
- Entertainment expenses should include the names of the clients/staff at the function and notation of staff or client(s) in Concur. Any entertainment costs greater than $50.00/head will require line manager prior approval.
- Where entertainment expenditure involves more than one employee, the most senior employee should be responsible for payment of the entertainment, and they will claim reimbursements. Where SLT are present the CFO will pay.
- Each entertainment expense claim form must be authorised by the line manager to whom the employee reports to.
- It is the responsibility of the department head to ensure that the expense reimbursement is within allocated department budget expenditure and is a legitimate work-related expense.

2. Business Travel Expenses

Flights

- All bookings must be made via your Travel Arranger or TMC.
  <u>Travel bookings initiated using a Corporate or Personal Card outside this policy process will NOT be reimbursed via Concur.</u>

Meal Allowance

- Meals Allowances for personal meals or when entertaining should not exceed $75.00 AUD/day per person (35GBP/day per person equivalent) unless approved by line manager in advance of expense being incurred.

  NB: This is not applicable to Leadership team members; however, costs should be within agreed budgets.
- Any staff opting to receive their travelling daily meal allowances ‘Per Diem’, via Payroll, will not be able to claim any further individual meal costs.
- Day trips to events/meetings – Are not eligible to claim unless hours exceed normal working hours. Requiring management approval.
- Overnight trip – If you have accommodation that includes breakfast the daily rate should be reduced by $15-$20 /day per person (10GBP/day per person equivalent).
- Expense Description – Date, event, venue must be noted.
- Line Manager to validate date of trip on first review and approval.

3. Mileage

Australia

TEG has various company cars across its offices including:

- One company car parked in the parking bay at 175 Liverpool Street, Sydney
- One at Melbourne offices
- One at the Queensland office.
- These vehicles are to be used by approved TEG employees for business-related purposes only.
- Where an employee is required to use their private vehicle for business purposes, they will be entitled to claim mileage arising from each business-related trip.
- Before a private vehicle is used you should assess the mileage of the journey to ensure it’s not more cost effective to hire a vehicle – for example: if a journey is more than 150km in a day a rental car should be used or if there are no suitable rental vehicles available, approval to use a private vehicle is sought from the department head. This would be in instances where there is a significant distance required to collect the hire car which is extra travel, or the employee feels safer driving their own car over greater distances. This must be requested in advance and have written authorisation to support any claim. The amount to be claimed is capped to the cost of the cheapest hire car available that is suitable for the journey, and mileage cannot be claimed.
- Mileage can be claimed for a return trip from the employees’ primary place of employment to the location of the client/event premises being visited for business purposes.
- Alternatively, mileage can be claimed from the client/event site being visited to the next client/event site being visited should the visits be Concurrent.

- Where the employee conducts a client/event site visit then proceeds to drive directly home, mileage can be claimed to either the principal place of employment or to their home – whichever is less.
- Reimbursement of mileage will be at the local statutory rate and are reviewed annually e.g., for Australia the Australian Tax Office guidelines are used Australian Mileage

- Note that for Australia the Australian Tax Office requires TEG to include on each employee's Payment Summary (previously Group Certificate) any reimbursement for vehicle mileage expenses calculated and paid on a cents per kilometre basis.

  • Due to ATO requirements, all Australian mileage claims must be processed through payroll. Click here to download The mileage reimbursement form.

  NB: If you are in a territory no listed, regarding mileage, please contact HR directly hr@teg.com.au

UK

Mileage claims can be processed via Concur as per the government rates below.

- First 10,000 miles 45p per mile
- Above 10,000 miles 25p per miles

  NB: If you are in a territory no listed, regarding mileage, please contact HR directly HR@tegeurope.com

4. Touring Expenses

- Touring expenses should only be charged to a tour where there is a budget item contained in the tour for this item.
- All touring expenses should be correctly coded to the individual tour in Concur.
- In the event of an unexpected expenditure vs forecast that cannot be avoided you should discuss this with your line manager and finance representative then update the latest touring budget.
- For any queries on the tour coding please contact your Finance Manager

5. Taxis | Rental Cars | Uber Expenses

Taxis are to be used for business purposes only. Any business-related travel should be paid for by staff (either via cash or credit card) and then claimed via the expense reimbursement process. It is the employee's responsibility to ensure that original receipts detailing the date, origin, destination, and fare are obtained for each trip.

Uber is to be used for business purposes only, for staff working late and | or, due to safety concerns. A taxi or Uber is to be used to reach their home; however, approval must be received in advance. Uber is to be used only if surge pricing does not exceed the cost of a taxi. Any business-related travel should be paid for by staff (either via corporate or personal credit card) and then claimed via the expense reimbursement process.

For staff working late and | or, due to safety concerns, a taxi or Uber is to be used for business purposes only, to reach their home, approval must be received in advance. Staff should email approvals from their line manager. Email approval should be attached to the expense claim and sent to Accounts Payable.

TEG has a preferred car rental company: Avis, unless 'Best Fare on Day' with another supplier is greater than a 25% saving.

Where possible, significant trips should be completed using a Rental Car (not taxis). If hiring a Rental Car would be cheaper than travelling by taxi in CBD locations, then a Rental Car should be utilised. (Refer to section 2)

Rental Cars are to be booked via the Travel Manager. Refer to the Travel Policy located on the TEG Finance Intranet Site/Policies for further details.

6. Parking Expenses

- Employees are to use office car spaces in the first instance and where possible.
- Where business requirements result in the utilisation of commercial car parks, employees are to ensure use of early bird parking and /or the most cost-efficient option.

7. Home Internet Expense Claims

- Home internet cannot be claimed for expenses.
- Any employees that require consistent out of hours internet access and feel it cannot be accommodated in their home internet plan should request access to a Wi-Fi dongle or discuss with their line manager. The main departments this impact is App Admin and System Support. Where a dongle is provided an expense claim is prohibited.
- "On call" personnel in IT, Apps and Systems Support will be provided a 4G wireless USB to enable them to provide the necessary internet access to complete their work.

8. Miscellaneous IT Costs & Software Licenses

- All IT items should be sourced by the Corporate IT team including licenses and minor administrative items e.g., keyboards.
- Employees should consult with Corporate IT before incurring any expenditure on these items or risk these costs not being accepted as a valid expense claim. Further, employees are expressly prohibited from making purchases in this area of more than $500 without Corporate IT approval.

9. Foreign Currency Claims

- For Corporate Credit Card holders, it is acceptable to use the rate charged by the bank, as noted in the credit card statement, i.e.) you may overwrite the rate that comes up in Concur if it differs from the conversion rate used by the bank.
- A rate of the day is available in Concur for cash items.

10. Gifts & Gratuities

All corporate donations are to be approved by the CFO or CEO in advance.

All inbound and outbound gifts including gifts from TEG to its employees are covered under the Gifts and Gratuities Policy.

11. Corporate Donations and Sponsorships

Employee obligations under corporate donations and sponsorships requested of TEG are included in the Corporate Donations and Sponsorships Policy.

12. Mobile Phone Claims

Eligibility and obligations for mobile phone usage (company and private) are disclosed in the Mobile Phone Usage Policy. Please note that this is the Australian policy, and the UK policy is currently under discussion.

Note: TEG has set a reasonable usage limit level of AU$80 per month per employee, calculated based on your total bill multiplied by the percentage of work usage, for employees not on a company phone plan. TEG reserves the right to only pay to this limit and is only obligated to pay incremental phone costs directly associated with the employer role.

Any employee whose company mobile phone usage or private phone claim for work purposes consistently exceeds this limit, will have their usage reviewed by the CFO. In cases of misuse, disciplinary action may be taken and/or repayment of funds requested.

13. Subscriptions & Memberships

Where an employee is required to be a member of a professional association as a mandatory specification imposed by TEG in a position description or documented as payable in employment contracts TEG will pay the membership fees.

Approval from the Department Head in advance is required, with a clear explanation on how the above business requirement is supported, for example: Australian recognized CPA or CA for finance staff. This does not apply to casual staff.

All other approvals are at the discretion of the CFO noting that to be considered for subscription re-imbursement when not part of contractual arrangements the employee must have been graded 'meets or above' in their previous performance review and been an employed for at least 18 months.

Subscriptions to magazines, journals and other materials need to be approved by the department head with clear business use/requirement proven and within department budgets. These should be accessible by other employees.

14. Training & Educational Costs

Training requirements are to be aligned with the employee's personal development plan and approved by the department head. It is the responsibility of the department head to ensure that the expense reimbursement is within allocated department budget expenditure prior to authorising the expense claim. All training requirements must be approved by HR.

15. Relocation Costs

Relocation costs agreed as part of the employment contract and signed off by the CEO and/or CFO will be considered. Any exceptions to above will need to be discussed by the department head with TEG CFO for approval.

Corporate Credit Cards

Eligibility

Department Heads may recommend to TEG Corporate Finance that a Corporate Credit Card be issued to employees who:

- Travel frequently in the course of duty (regular business travel)
- Frequently conduct business entertainment in the course of duty
- Regularly purchase low value goods and services for business purposes Acceptance of the recommendation is at the discretion of the CFO.

Application For A Corporate Card

Once your internal application for a Corporate Credit Card is approved by your Department Head and CFO, your manager will send an email to expenses@t-e-g.com.au and they will be in touch to support your application from submission to receipt of your corporate credit card.

Following the receipt of your CBA Corporate Credit Card, you need to activate and register online with the bank to retrieve the monthly credit card statements, to review charges and check available balance. Please refer to the CBA NetBank Guide.

All bank statements are available for download monthly.

- Travel frequently in the course of duty (regular business travel)
- Frequently conduct business entertainment in the course of duty
- Regularly purchase low value goods and services for business purposes Acceptance of the recommendation is at the discretion of the CFO.

New Credit Card User Set Up

All first-time users are required to read the company Travel and Expense policies and sign that they understand and will adhere to these. For first time users, you will be given training in Concur so you may submit your expense claims to Accounts Payable for processing by the due date.

Claim forms not submitted by the due date will be subject to exception reporting, noting it is the responsibility of the user of a corporate card to submit claims monthly. If you have a legitimate reason for late submission of your claim, such as personal or annual leave, please notify finance ASAP.

Expense claims outstanding greater than 6 weeks will be escalated to the Senior Leadership Team.

Your Corporate Credit Card privilege will be reviewed if you have more than 3x late submissions which may result in cancellation of your Corporate Credit Card.

The employee must upload all relevant tax receipts to verify expenses onto Concur. Not submitting receipts may mean your card is revoked.

Employees are not permitted to use personal credit cards or alternative payment methods when they have been issued with a corporate card.

Under no circumstances should Corporate Credit Cards be used for personal expenses. If this does inadvertently occur, please contact Accounts Payable immediately who will advise how to correct this and repay these monies. Expenses@t-e-g.com.au

All Corporate Credit Card expense claims must be submitted by the end of each month.

Incomplete expense claims that have been approved will be rejected by Accounts Payable via Concur. The employee would need to review and address the rejected claim and follow the approval process for payment to take place.

Any expenses incurred on your Corporate Credit Card on behalf of a colleague may be coded to their cost centre, provided that written acceptance of the expense to their cost centre is given. This approval must be attached to the expense item in Concur otherwise the expense will be re-coded to your cost centre accordingly.

Cardholders must not use their corporate credit cards for the following without prior approval from their Department Head & CFO:

- personal expenditure.
- asset acquisitions over $500/£285.00
- contractor payments.
- repetitive procurement which could be set up as an invoice.
- the purchase of goods subject to purchase order or preapproval.
- the payment of fines.
- cash advances, over-the-counter cash withdrawals, ATM transactions or the purchase of bank cheques, travellers cheques or foreign currency.
- Airline club memberships

Cash Advances:

Cash advances are generally not provided, however depending on the nature, destination and/or duration of the travel, approval may be given.

Approvals are to be sought from the Group Financial Controller.

At the conclusion of the travel, the employee must provide A COMPLETE RECONCILIATION ALONG WITH TAX RECEIPTS to Accounts Payable for processing.
Withdrawals / cash advances via corporate credit cards is not allowed.

Cancellation of Corporate Credit Cards:

- Once an employee leaves the company the corporate credit card will be cancelled immediately.
- Any receipts for business expenses should be given to your manager or a nominated person for these to be processed on the following month's credit card statement.

Corporate Cards Review of Limits

- Corporate card limits are set in line with company Delegated Authorities. If you require a temporary increase, please contact Accounts Payable at Expenses@t-e-g.com.au or expenses@tegeurope.com.

Lost/Stolen Cards or Reporting Fraudulent Activity

A Corporate Credit Card that is lost or stolen should be notified to both:

- The card provider with contact details below
    - ➢ Commonwealth Bank | Group Security 24/7 +61 2 8055 4116
    - ➢ Commonwealth Bank | Group Security +61 13 15 76
    - ➢ Commonwealth Bank | Fraud Line 1800 023 919 (Option 1)
    - ➢ Commonwealth Bank | Report Fraud 13 22 21
    - ➢ ASB Bank (NZ) 0800 803 804
    - ➢ Barclays 0345 7 345 345
- Finance department at TEG Pty Ltd via email: For AUS/NZ email Expenses@t-e-g.com.au and for the UK email expenses@tegeurope.com.

Policy Acknowledgement

Due to the nature of this policy and the responsibility for regular expense submissions and the potential for recoupment where an expense is not authorised, TEG require all employees acknowledge that they have read and understood the above policy and will comply with its requirements as detailed above.

Policy acknowledgement will be sent from TEG HR Department via Bamboo.