A3 Out of pocket expenses and advances

This appendix provides more detail in respect Section 6 of the Purchasing Policy, which covers mechanisms for purchasing goods, services and works.

A3.1 When can purchases accessed to generate a purchase or

ple, when travelling on University business

- when a purchasing card transaction cannot be performed, because the buyer doesn't have a card and is unable to find another cardholder to buy the item
- when expenditure must be paid in cash. For example, payments to research volunteers
- the claim is for an allowance such as mileage.

Those engaged in purchasing activity must always plan expenditure in advance, wherever possible, and must always aim to achieve the best possible VFM. Purchases should be made using the University's purchase ordering process unless a purchasing card transaction is appropriate in accordance with Purchasing Guide 2 - Use of Purchasing Cards.

Before travelling overseas it is important to establish whether any sanctions, embargoes or restrictions (see section 7.3) are effective in your travel destination as this may affect the functionality and use of your purchasing card or your personal credit or debit card. How you pay for goods, services and works when you are travelling away from the Unive(r).2 (e)-rd

A3.2 Process for claiming out of pocket expenses

Claims should be made within three months of the

Schools or Professional Service Divisions may have their own procedures regarding the authorisation of expenses within their units. This Policy and associated procedures outline the minimum controls expected.

A claim that is authorised in accordance with the University's delegated approval authorities may still be refused if, in the view of the Director of Finance, it does not conform to this Policy.

A3.4 Advance of funds

Advances against proposed expenditure are available for those who will incur significant out of pocket expenses in the course of their duties. Advances are only available if the