

POLICY

ROYAL AUSTRALASIAN COLLEGE OF SURGEONS

Division:	Resources	Ref. No.	RES-FIN-002
Department:	Finance		
Title:	Accounts Payable – Expense Reimbursement		

Approved By:

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The claimant must sign the applicable ERF and forward the form to a RACS staff member for review. Approval must be processed by a RACS delegated authority in accordance with the Delegations Manual.

Australia only:

It is the responsibility of all claimants to lodge their claims in accordance with the Goods and Services Tax (GST) administered by the Australian Taxation Office (ATO). Specifically if GST is applicable claimants must provide RACS with a compliant supplier tax invoice to enable RACS to claim a refund from the ATO for GST paid.

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For example: Dr. Smith has occurred \$1,000 AUD and \$600 NZD and is a resident of New Zealand. If the claimant has a bank account set-up in Australia the ERF – Australia is to be completed and the \$600 NZD will be converted and paid in AUD.

4. ASSOCIATED DOCUMENTS

Delegations Manual

Travel and Accommodation Policy

Expense Reimbursement Form – Australia

Expense Reimbursement Form – New Zealand

Approver Resources Committee
Authoriser Council

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Document Owner: Finance Manager

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