

Expense Claim Procedure

1. Purpose of Procedure

This Procedure covers RightShip Pty Ltd (“RightShip”) procedure for the reimbursement of expenses incurred by employees in the performance of their duties for RightShip.

2. Application of Procedure

This Procedure applies to employees of RightShip. It does not form part of any employee's contract of employment.

3. Reimbursement of expenses

Reasonable costs incurred by an employee wholly as a result of their employment with RightShip may be reimbursed, in accordance with this Procedure. Employees are expected to use good judgement and discretion with respect to all business expenses.

The reimbursement of expenses incurred in the conduct of RightShip business is subject to the discretion of RightShip. RightShip will not reimburse excessive or unreasonable expenses incurred.

4. Procedural Requirements

Claims must be supported by appropriate documentation/receipts and authorised by your Manager.

Authorisation: Please refer to the RightShip Management System ([RQS-10 PURCHASE AND FINANCE CONTROLS](#)) for authorisation level and limits. If in doubt, seek approval by your Manager, prior to incurring any expense.

Where you have incurred entertainment expenses in the course of your duties, the most senior RightShip personnel is required to collect the expense where more than one RightShip member is present. E.g. Meal entertainment should be charged to the most senior manager's corporate credit card.

The Expense Claim process is managed using Zeno (www.serko.com.au). Access can be arranged by request to the Finance team (accounts@rightship.com). All receipts must be submitted via Zeno for approval by your Manager in order to receive reimbursement of expenses. If RightShip has provided you with a credit or debit card, you will be required to use that card when incurring work related expenses, and in accordance with RightShip's terms of use. These transactions are also required to be submitted for approval via Zeno.

Employees must ensure that sufficient information is provided to support the reimbursement of expenses. At a minimum, this should include:

- a) The date on which the expense was incurred
- b) The purpose for which the expense was incurred
- c) Where the expense was incurred (for example, the location of the store where an item was purchased)
- d) Amount of the expense incurred, including the amount of GST or other taxes and charges payable on the amount (e.g. a service charge for the use of a credit card)
- e) Any invoices, receipts or other documentation that you have relating to the expense. Where GST or VAT are applicable, Tax Invoices are required to be submitted (credit card stubs are not adequate for claiming GST or VAT taxes). For RightShip UK Ltd VAT invoices, the invoice is required to be addressed to RightShip UK Ltd, at the company address and stipulated as a VAT invoice in order for VAT to be claimed.
- f) Any other additional information or documentation that RightShip requests at the time that you seek reimbursement for the expense incurred.

If you are unable to provide any of the information above (for example, because you have lost a receipt), or you are otherwise unable to provide the information to the standard required by RightShip, your claim for reimbursement may be refused.

If you fail to seek reimbursement for expenses from RightShip within 2 months, RightShip may in its discretion refuse to accept your claim for reimbursement of expenses.

If RightShip accepts your claim for reimbursement, RightShip will reimburse you for those approved expenses, in the next payment run (mid-month or month end).

5. Workplace Participant Acknowledgment

I acknowledge:

- receiving the RightShip Procedure;
- that I shall comply with the procedure; and
- that there may be disciplinary consequences if I fail to comply, which may result in the termination of my employment.

Your name:

Signed:

Date:
