

REIMBURSEMENT of COUNCIL MEMBERS EXPENSES



Date Approved	9 November, 2023
Approved by	Nominations and Governance Committee of Council
Review Date	9 November, 2026
Document Contact	University Secretary

INTRODUCTION

- 1) This document is made by the External Committee under delegated authority from the Council (resolution C17:034).
- 2) The University recognises the valuable work undertaken by the external, staff and student members of the Council and the costs involved in undertaking such work.
- 3) The University is committed to assisting members to fulfill their role and will reimburse reasonable expenses necessarily incurred by members in the exercise of their duties for the University.
- 4) The Reimbursement of Council Members' Expenses process applies to expenses incurred by members attending meetings and official events as part of their duties or functions as a member of the Council.

ROLES AND RESPONSIBILITIES

- 5) Council members are responsible for making claims for reimbursement of their expenses as set out in this document.
- 6) The Office of the Chancellor is responsible for management of all claims for reimbursement.
- 7) The Chancellor is the approval authority for expenses incurred by the Deputy Chancellor, members of Council and members of Council committees.
- 8) The Chancellor is also the approval authority for verification and appeals should a question arise as to the reasonableness of any expenses incurred by the Deputy Chancellor, members of Council and members of Council committees.
- 9) The Chair of the Finance Committee is the approval authority for expenses incurred by the Chancellor.
- 10) The Council is the approval authority for verification and appeals should a question arise as to the reasonableness of any expenses incurred by the Chancellor.
- 11) The University Secretary and the Chief Financial Officer have authority to process claims for reimbursement once authorised.
- 12) Financial Services is responsible for maintaining the systems and processes to support this process, including maintenance of registers for claims for reimbursement by Council members. The University Secretary is responsible for provision of a report of payments made during the preceding 12 months to the first Council meeting of each year including claims for reimbursement and details of any expenses paid directly by the University on behalf of Council members in the exercise of their duties.

PRINCIPLES

Remuneration and Other Benefits

- 13) External and student members of Council may, on appointment/election, be remunerated in accordance with remuneration levels approved by Council from time to time.
- 14) Elected staff members are not remunerated for their role on the Council as membership of the Council is a valuable part of a staff member's professional development which is supported by the staff member's college or division.
- 15) Council members may be supplied with an iPad for the purpose of review of electronic documents produced for Council meetings. The iPad provided must be returned to the University at the expiration of a Council member's term of office or if a member otherwise leaves or ceases to be a member of the Council.
- 16) Council members must agree to the [Information Technology Conditions of Use Policy](#).
- 17) Approved University staff benefits are also available to Council members as identified in the Council Member Schedule of Benefits as approved by the University Secretary from time to time.

Professional Development

- 18) Professional development will be provided for Council members from the Council Professional Development Program budget within the envelope approved by the External Committee of Council in 2017.
- 19) Professional development activities for individual Council members will be allocated by the University Secretary in consultation with the Chancellor.

Chancellor's Remuneration and Support Package

- 20) The Chancellor will be remunerated and supported in accordance with the resolution of Council of 23 March 2012, for a specific remuneration and support package, including IT resources and administrative support (Resolution C12:042).

Reimbursements

- 21) The University will reimburse any reasonable expenses necessarily incurred by Council members in the exercise of their duties.

Substantiation

- 22) Reimbursements of reasonable expenses in accordance with this document may be requested as agreed with and in a form requested by the University Secretary. Any items which are claimed for reimbursement must be accompanied by substantiating evidence in the form of a formal tax invoice, including the supplier's ABN.

- 23) Where a receipt has not been issued or the description on the receipt is not clear, the Council member must ensure that the expense is substantiated by making a Statutory Declaration witnessed by a Justice of the Peace or completing the University of Newcastle [‘No Receipt Declaration’](#) authorised by the University Secretary and Chancellor.
- 24) Any expenditure deemed to be unreasonable will not be authorised.

Management of Expenditure

- 25) Claims for reimbursement will be managed by the University Secretary.

Approval Authorities

- 26) The approval authorities for expenses incurred in accordance with this Policy are as follows:

Member	Approval Authority
Chancellor	Chair of Finance Committee
Deputy Chancellor, members of Council, and members of Council committees.	Chancellor

Verification and appeal

- 27) If a question arises as to the reasonableness of any expenses incurred, or whether an expense was incurred in the performance of a member’s duties, the approval authority indicated below will determine whether reimbursement is justified.
- 28) These authorities also apply to any request for reimbursement outside the provisions of this Policy:

Member	Approval Authority
Chancellor	Council
Deputy Chancellor, members of Council, and members of Council committees.	Chancellor

Specific Expenditure

Domestic Travel

- 29) The University will book the most reasonable and appropriate travel for meetings and events. Travel arrangements made by individuals that require reimbursement will only be considered for reasonableness and relevant with office held.

Air

- 30) The University will make all bookings for air travel. Bookings will provide for the timeliest flights within 24 to 48 hours of the meeting or event.
- 31) The authorised standard for air travel on University business is Economy class. Members of the Council may travel Business Class on domestic flights of over 2 hours.

Ground

- 32) In accordance with the Travel Policy, external, staff and student members will use public transport, University vehicles, hire cars, or private vehicles for travel associated with meetings and events.

Travel by Private Vehicle

- 33) This must be carried out in accordance with the Vehicles – Private Vehicle Use Procedure.

Tolls

- 34) Where the quickest route requires the use of a toll road, the University will accept reimbursement of such tolls.

Parking

- 35) Where possible, the University will book parking for meetings held both on and off its campuses and locations. Where such pre-booked parking is not available, the University will reimburse parking expenses for the duration of the meeting or event.
- 36) The University will not reimburse parking infringements, however members of Council have a right to park on University property and any fines issued on the University Campus will be resolved by the University Secretary.

International Travel

- 37) The Chancellor, Deputy Chancellor and Pro Chancellors may be required to attend international events including graduation ceremonies. Reasonable expenses incurred during such travel will be reimbursed, in line with this policy.
- 38) Members of the University Council may travel business class on international flights.

Accommodation

- 39) The University will book accommodation for meetings and events having regard to providing a safe and secure environment, being convenient to the place of work, and providing value for money (as per Travel Policy).
- 40) The provision of accommodation will be dependent on the time of meeting or event, and distance from home or available residence. Accommodation may be provided for a maximum of the night before, during, and one night following the meeting or event.
- 41) Accommodation arrangements made by individuals that require reimbursement will only be considered for reasonableness and relevance with office held.

Other Expenses

- 42) Where the University provides morning or afternoon teas or meals during meetings or events it hosts, claims for reimbursement of food or drink expenses will not generally be reimbursed.
- 43) Meals consumed during travel to or from a meeting or event may be reimbursed.
- 44) Student or staff members of Council cannot claim expenses incurred in any election process which results in their appointment to the Council.
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Version History

Date	Details of Changes Since Previous Version
21 November 2023	This version has been re-formatted to meet the requirements of the University's Brand Guidelines and has been transferred out of the Policy Library into the Council Members handbook, as approved by the Nominations and Governance Committee on 9 November 2023, with consequent administrative amendments approved by University Secretary.
23 September 2021	Amendment to clause 12, 13, 17, 24 and 26. Approved by the Finance Committee, 30 July 2021
25 March 2021	Faculty changed to College throughout. Approved as administrative amendment, University Secretary.
16 March 2020	Review conducted with no changes required. Approved by University Secretary.
31 May 2017	Significant revisions and re-authorisation by special External Committee of Council, under delegated authority (Resolution C17:034).
5 May 2016	Administrative amendments set out in D16/118418. Approved by University Secretary
17 July 2015	Administrative amendments set out in D17/53512. Approved by University Secretary
30 March 2015	Council (Resolution C15:025).
7 December 2012	Council - First edition (Resolution C12:250)