

Memorandum

To: All OAC STAFF

Re: Expense form reporting

Date: November 21, 2023

As part of our ongoing efforts to streamline expense reporting and ensure transparency, we are implementing a new procedure for submitting company-related expenses. Going forward, we kindly request all team members to adhere to the following guidelines:

- Expense Categories:
 - All expenses incurred on behalf of the company, such as print/copy charges, taxi fees, coffee/tea, etc., must be reported using the official expense reporting form.
- Expense Reporting Form:
 - Please use the following link to access the official Expense Reporting Form: [Expense Reporting Form](#)
 - Complete the form with accurate and detailed information for each expense incurred.
- Receipt Submission:
 - Ensure that a copy of the invoice receipt for each expense is uploaded via the URL link provided in the Expense Reporting Form.
 - Incomplete submissions without attached receipts may be subject to disciplinary action.
- Timely Submission:
 - Submit expense reports promptly after incurring expenses.
 - Late submissions may result in disciplinary action.
- Expense Approval:
 - All submitted expenses will be reviewed and audited.
 - Ensure that expenses adhere to company policies and guidelines.
- Assistance and Queries:
 - If you encounter any difficulties or have questions regarding the expense reporting process, please reach out to OACGU for assistance.

We appreciate your cooperation in implementing these guidelines, which will contribute to the overall efficiency of our expense reporting system.

Thank you for your dedication to maintaining excellence within our OAC team. If you have any questions or need further clarification on these instructions, please do not hesitate to reach out.

Please acknowledge through the QR code attached below to indicate your understanding of the details confirmed in this memorandum.

If you have any questions or concerns in relation to this matter, please contact the OAC Governance Unit on OAC-GOVERNANCE@ssfservices.com.au.

SCAN TO REGISTER YOUR ACKNOWLEDGEMENT AND UNDERSTANDING

