**Please refer to Expenses Policy and Procedure on The Nest** The Nest>Policies & Forms>Policies and Procedures>Expense Policy/Procedure

| Expense Category | Expense Type | Account | Default Dept | GST Exempt | Attendees Rqd | No Receipt Rqd | Location Rqd | Description |
|---|---|---|---|---|---|---|---|---|
| Accounts Department Use Only | *** Manual Coding Required *** | 277300 | | | | | | System default applied to most PCard transactions and must be coded to a valid Expense Type from the list below using My Wallet |
| Accounts Department Use Only | Manual Expense Clearing | 930722 | | | | | | For Finance Department use only |
| Bank Fee | Credit Card Fees | 252000 | | Exempt | | ✓ | | Bank fees for Unitec issued credit cards and personal credit card fees associated with overseas purchases |
| Class Materials | Class Materials | 240100 | | | | | | Materials for class teaching |
| Class Materials | Copy Materials | 240300 | | | | | | Copy material for business. To be used only when Unitec Copy Center could not provide the service. |
| Class Materials | Project Materials | 270500 | | | | | | For specific project expenses |
| Class Materials | Student Field Trip / Visits | 241800 | | | ✓ | | ✓ | Costs related to Student field trips/visits |
| Entertainment | Alcohol | 262000 | | | ✓ | | ✓ | Purchase of alcohol has to be pre-approved by Chief Executive or Executive Leadeship Team |
| Entertainment | External Meeting Expense | 253000 | | | ✓ | | ✓ | Catering costs for external meetings |
| Entertainment | Staff Event / Catering | 253000 | | | ✓ | | ✓ | Staff farewell morning teas, staff meetings, staff functions,Catering and function costs for approved staff events |
| Entertainment | Student Catering | 241400 | | | ✓ | | | Costs related to Student catering |
| Gifts | Departing Gift or Other Gifts | 262000 | | | | | | Gifts to Unitec staff who have resigned, made a significant contribution to their work, given birth, suffered the loss of a close relative |
| Gifts | Gift Vouchers | 262000 | | Exempt | | | | For staff who have made a significant contribution to their work or Unitec, resignation |
| Health & Safety | Uniform & Protective Clothing | 271000 | | | | | | Hi-Vis jacket, boots, protective glasses - for health and safety purpose |
| Local Travel | Accommodation NZ | 277500 | | | ✓ | | ✓ | For accommodation expenses within New Zealand |
| Local Travel | Airfare & Baggage NZ | 277500 | | | ✓ | | ✓ | Pre-approved airfare and excess baggage charge for business local travel (Within New Zealand) |
| Local Travel | Meals NZ | 277500 | | | ✓ | | ✓ | Food and beverage expenses within New Zealand |
| Local Travel | Mileage NZ | 279700 | | Exempt | | ✓ | ✓ | Travelling on business in New Zealand using personal vehicle |
| Local Travel | Parking NZ | 253300 | | | | | ✓ | Parking fee in commercial parking lots |
| Local Travel | Petrol NZ | 279500 | | | | | ✓ | Petrol (for fleet vechicles) |
| Local Travel | Taxis NZ | 277500 | | | ✓ | | ✓ | Use of Taxi to travel for business with in New Zealand. Pefer Unitec Taxi chits |
| Local Travel | Vehicle Hire NZ | 280000 | | | ✓ | | ✓ | Vehicle hire within New Zealand |
| Minor Capital to $500 | Minor Capital up to $500 | 268900 | | | | | | Purchases under $500 that are not fixed assets |
| Office Consumables | Cleaning Materials | 254100 | | | | | | Cleaning material for business. Prefer Unitec Cleaning service provider |
| Office Consumables | Couriers | 255300 | | | | | ✓ | Courier charges for Business. Prefer Unitec Copy Centre |
| Office Consumables | Stationary & Office Expenses | 269500 | | | | | | Purchase of stationary for business. Pefer Unitec suppliers |
| Only Library Use | Library Book Acquisitions | 265800 | | | | | | Library Use Only Print for Book Acquisitions |
| Only Library Use | Library Interloans | 265902 | | | | | | Library Use Only for Interloans |
| Only Library Use | Library Print Journals | 265900 | | | | | | Library Use Only for Print Journals |
| Only Marketing Dept Use | MK Dpt Brand Advertising | 268200 | | | | | | Marketing Department Use Only for Brand Advertising |
| Only Marketing Dept Use | MK Dpt Brand Photography | 268510 | | | | | | Marketing Department Use Only for Brand Photography |
| Only Marketing Dept Use | MK Dpt Communications Postage | 255200 | | | | | | Marketing Department Use Only for Communications Postage |
| Only Marketing Dept Use | MK Dpt Computer Consumables | 255600 | | | | | | Marketing Department Use Only for Computer Consumables |
| Only Marketing Dept Use | MK Dpt Course Advertising | 268100 | | | | | | Marketing Department Use Only for Course Advertising |
| Only Marketing Dept Use | MK Dpt Course Brochures | 268400 | | | | | | Marketing Department Use Only for Course Brochures |
| Only Marketing Dept Use | MK Dpt Graduation Expenses | 262100 | | | | | | Marketing Department Use Only for Graduation Expenses |
| Only Marketing Dept Use | MK Dpt Information Days | 268110 | | | | | | Marketing Department Use Only for Information Days |

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|---|---|---|---|---|---|---|---|---|
| Only Marketing Dept Use | MK Dpt Marketing Promotion | 268500 | | | | | | Marketing Department Use Only for Marketing Promotion |
| Only Marketing Dept Use | MK Dpt Marketing Services | 268000 | | | | | | Marketing Department Use Only for Marketing Services |
| Only Marketing Dept Use | MK Dpt Sponsorship | 268210 | | | | | | Marketing Department Use Only for Sponsorship |
| Only Marketing Dept Use | MK Dpt Subscriptions Unitec | 277000 | | | | | | Marketing Department Use Only for Subscriptions Unitec |
| Only Research Department Use | Rsch Dpt Accom NZ | 273711 | 90RP | | ✓ | | ✓ | Research Department Use Only for accommodation expenses incurred on a research project within New Zealand |
| Only Research Department Use | Rsch Dpt Airfare& Bag NZ | 273711 | 90RP | | ✓ | | ✓ | Research Department Use Only for Pre-approved airfare and excess baggage charge for business local travel (within New Zealand) |
| Only Research Department Use | Rsch Dpt Meals NZ | 273711 | 90RP | | ✓ | | ✓ | Research Department Use Only for Food and beverage expenses related to a research project within New Zealand |
| Only Research Department Use | Rsch Dpt Mileage NZ | 279700 | 90RP | Exempt | | ✓ | ✓ | Research Department Use Only for Travelling on business in New Zealand using personal vehicle |
| Only Research Department Use | Rsch Dpt Parking NZ | 253300 | 90RP | | | | ✓ | Research Department Use Only for Parking fee related to research projects in commercial parking lots |
| Only Research Department Use | Rsch Dpt Vehicle Petrol NZ | 279500 | 90RP | | | | ✓ | Research Department Use Only for Petrol for company vehicles only for research purposes |
| Only Research Department Use | Rsch Dpt Taxis NZ | 273711 | 90RP | | ✓ | | ✓ | Research Department Use Only for Use of Taxi to travel for business within New Zealand for Research Department. Prefer Unitec Taxi Chits |
| Only Research Department Use | Rsch Dpt Vehicle Hire NZ | 273711 | 90RP | | ✓ | | ✓ | Research Department Use Only for Vehicle hire related to Research project within New Zealand |
| Only Research Department Use | Rsch Dpt Accom Overseas | 273710 | 90RP | Exempt | ✓ | | ✓ | Research Department Use Only for Accommodation expenses incurred overseas on a research project outside of New Zealand |
| Only Research Department Use | Rsch Dpt Airfare& Bag Overseas | 273710 | 90RP | Exempt | ✓ | | ✓ | Research Department Use Only for Pre-approved airfare and excess baggage charge for overseas business travel on a research project |
| Only Research Department Use | Rsch Dpt Meals Overseas | 273710 | 90RP | Exempt | ✓ | | ✓ | Research Department Use Only for Food and beverage expenses related to overseas business travel on a research project |
| Only Research Department Use | Rsch Dpt Taxis Overseas | 273710 | 90RP | Exempt | ✓ | | ✓ | Research Department Use Only for Use of taxi overseas for business for research purposes |
| Only Research Department Use | Rsch Dpt Tips Overseas | 273710 | 90RP | Exempt | | | | Research Department Use Only for Tips for meals or hotels whilst on overseas business travels on a research project - diligent use |
| Only Research Department Use | Rsch Dpt Vehicle Hire Overseas | 273710 | 90RP | Exempt | ✓ | | ✓ | Research Department Use Only for Vehicle hire whilst on overseas business travels on a research project |
| Only Research Department Use | Rsch Dpt Research & Developmt | 273500 | 90RP | | | | ✓ | Research Department Use Only for Research and development costs for research purposes |
| Only Research Department Use | Rsch Dpt Conference Costs | 273712 | 90RP | | | | ✓ | Research Department Use Only for Conference costs for research purposes |
| Only Research Department Use | Rsch Dpt Equipment | 273701 | 90RP | | | | ✓ | Research Department Use Only for Purchase of equipments for research purposes |
| Only Research Department Use | Rsch Dpt Materials/Consumables | 273706 | 90RP | | | | ✓ | Research Department Use Only for Purchase of material for research purposes |
| Other | Miscellaneous | 262000 | | | | | | Any one-off purchases that can't be allocated to any other Expense Type |
| Other | Copy Centre Other Materials | 203500 | | | | | | Copy Centre use only |
| Other | Pae Arahi-Hare Paniora | 264300 | | | | | | For Hare Panioa use only |
| Overseas Travel | Accommodation Overseas | 277600 | | Exempt | ✓ | | ✓ | Accommodation expenses outside of New Zealand |
| Overseas Travel | Airfare & Baggage Overseas | 277600 | | Exempt | ✓ | | ✓ | Pre-approved airfare and excess baggage charge for business overseas travel (Outside New Zealand) |
| Overseas Travel | Meals Overseas | 277600 | | Exempt | ✓ | | ✓ | Food and beverage expenses outside of New Zealand |
| Overseas Travel | Taxis Overseas | 277600 | | Exempt | ✓ | | ✓ | Use of taxi overseas for business |
| Overseas Travel | Tips Overseas | 277600 | | Exempt | ✓ | | ✓ | Tips for meals or hotels whilst on overseas business travels - diligent use |
| Overseas Travel | Vehicle Hire Overseas | 277600 | | Exempt | ✓ | | ✓ | Vehicle hire outside of New Zealand |
| PCard Use Only | Expenses in Dispute PCard Only | 257800 | | | | | | Expenses coded to P Card that are in dispute; Claimant needs to follow up with either the retailer or ANZ |
| PCard Use Only | Personal Expenses PCard Only | 257800 | | | | | | P-Card used in error for personal use (monies to be reimbursed to Unitec) |
| Phones | Mobile Rental | 255010 | | | | | | Rental for personal phone but has business usage, as agreed in your Employment Contract |
| Software Licenses | Software Licenses | 255700 | | | | | | Pre-approved costs for work-related software |
| Staff Related Expenses | Staff Benefits | 275000 | | | | | | Pre-approved re-imbursement of authorised fees or charges when being Unitec Staff entitles you to a discount. e.g. Gym membership |
| Staff Related Expenses | Conference / Registration Fees | 276500 | | | | | ✓ | Conference and Registration fees to courses or conferences for Staff |

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|---|---|---|---|---|---|---|---|---|
| Staff Related Expenses | Staff Tuition Fees | 276500 | | | | | | Pre-approved reimbursement of fees incurred for work-related study for Staff and family |
| Staff Related Expenses | Subscription - Magazines | 277200 | | | | | | Subscriptions to magazines from professional bodies e.g., Accounting, Law, Engineering |
| Staff Related Expenses | Subscription- Prof M/ship Fees | 277100 | | | | | | Subscriptions to professional bodies e.g., Accounting, Law, Engineering |
| Staff Related Expenses | Staff Relocation Costs | 272400 | | | | | ✓ | Relocation costs for Staff as a result of a change in employment circumstances |
| Vehicle Expenses | Vehicle Expenses | 279500 | | | | | | Road user charges, registrations, repairs and maintenance, petrol (for fleet vechicles) |