

POLICY C37.0

TRAVEL AND EXPENSE POLICY - PARTNERS

1.0 INTRODUCTION

Context

At Scentia Holdings Pty Ltd and its subsidiaries (**Scentia**), including the Australasian College of Health and Wellness Pty Ltd (ACHW), the Australian Institute of Management Education and Training Pty Ltd (AIM) operating as AIM Business School (ABS), AIM VET, Open Door and the Institute of Executive Coaching and Leadership (IECL), we understand the importance of managing business expenses in a transparent, fair, and consistent manner. We are committed to ensuring that all business expenses are necessary, reasonable, and align with relevant standards and legal obligations.

Purpose

Our Travel and Expense Reimbursement Policy – Partners (**Policy**) aims to ensure the responsible use of Scentia funds for travel and expenses incurred when conducting business with us.

Scope

This Policy applies to independent contractors, consultants, facilitators, coaches, associates, trainers, assessors and vendors (all referred to in this Policy as **Partners**) when travelling domestically and internationally on business, or when incurring business related expenses.

Scope Exceptions

This Policy does not apply to employees or non-executive directors. Please refer to the Travel and Expenses Policy – Employees or the Company Secretary for more information.

1.0 RESPONSIBILITIES CHECKLIST

Role	Responsibilities
Partner	<ul style="list-style-type: none">- Being aware of and complying with this Policy- Maintaining accurate records of business activities- Completing required processes in a timely manner- Ensuring appropriate insurances are in place for own travel- Seeking clarification from the Approving Manager where necessary

Role	Responsibilities
Approving Manager <i>This is our Campus Team Leaders, Head of Enterprise Engagement, IECL Head of PMO & Operations, Chief Education Officers, or other role as designated from time to time</i>	<ul style="list-style-type: none"> - Communicating this Policy, including any changes, to Partners - Adhering with our Delegation of Authority - Discussing and approving travel or significant expenses in a timely manner to help ensure that any bookings are made as far in advance as practical at the best available price - Providing prior approval for any exceptions to this Policy - Reviewing and approving purchase orders and invoices, exercising appropriate judgement and seeking advice and support from the Financial Controller where necessary - Monitoring adherence with this Policy and reporting non-compliance to the Financial Controller in a timely manner
Office Manager	<ul style="list-style-type: none"> - Managing relationship with Corporate Traveller and resolving any travel related issues
Chief Financial Officer	<ul style="list-style-type: none"> - Authoring, regularly reviewing and approving this Policy - Overseeing the administration, monitoring, reporting and escalations in relation to this Policy
Chief Executive Officer	<ul style="list-style-type: none"> - Reviewing and approving or declining all requests from partners for international travel

3.0 POLICY

Principles

- **Travel Alternatives:** Whenever possible, we opt for virtual meetings to save on expenses and reduce travel-related emissions.
- **Travel Bookings:** We arrange and pay for all travel through *Corporate Traveller* in Economy Class, unless pre-approved by the approving Manager, and as far as reasonably practicable in advance of travel dates.
- **Value for Money:** We seek cost-effective options, with domestic accommodation generally capped at \$250 per night.
- **Safety and Health:** Safety and health is our highest priority, and our Partners need to take reasonable steps to ensure that their fitness for travel, adjustments are available to accommodate for medical conditions or disabilities.
- **Compliance:** We follow ATO requirements, relevant laws, regulations, standards, our Code of Conduct and our policies. Receipts and other supporting documents are need for all business-related travel and expenses.

2.0 TRAVEL ALLOWANCE

Australia wide - Partners can claim a non-taxable travel allowance of AU\$100 per full day or AU\$50 per half day when:

- Meals are not provided by the client or campus unless delivering on campus where you will be provided a lunch voucher.
- No other expenses (like meals or incidentals) are being claimed for that same day.

This allowance covers meals, incidentals, and other minor travel-related costs.

It should be listed on the Partner's invoice or reimbursement claim. Receipts are not required, unless specifically requested by the client.

International travel – Allowances are based on ATO guidance of cost group of country.

3.0 REIMBURSEMENT

Partners can request reimbursement for business expenses that are:

- necessary, reasonable, and appropriate
- not covered by the travel allowance
- in line with laws, contracts, and Scentia policies

Reimbursement can be claimed only when the travel allowance is not being used for that day. Where it is unclear if an expense is reimbursable, the Approving Manager is available to provide guidance.

What can be reimbursed:

- Flights and accommodation (if not through Corporate Traveller and pre-approved)
- Ground transport (e.g. taxis, rideshares, hire vehicles)
- Meals and incidentals for business purposes only when travel allowance is not claimed

What cannot be reimbursed:

- Meals and incidentals on days when travel allowance is claimed
- Travel upgrades or expensive accommodation without approval
- Parking fines, penalties, or traffic infringements, late bookings cancellations
- Scholarly activities managed through other processes
- Personal credit card fees, even where the card is used for business purposes
- Expenses for family or other accompanying persons
- Stolen, lost, or damaged personal property

- Excess baggage fees, Leisure extensions (extra nights, personal detours, family additions, subscriptions, souvenirs.

Unlike expenses covered by the travel allowance, reimbursement requests must be supported by individual receipts or invoices. Reimbursement requests may be declined where our Policy or processes has not been followed.

Submitting a Claim

1. Tax receipts (if required)
 - Original itemised tax receipts must be provided for all expense claims. The receipts must be clear, readable and display correct time and date of the expense. They must be scanned as a file and attached to the expense form.
 - EFTPOS receipts are not acceptable.
2. Mileage claims are to be submitted via the Scentia expense form.
3. Complete the **Contractor Expense Claim Form** (provided by Scentia);
4. Include a brief description of the expense and its purpose;
5. Submit the claim to your Company contact **within 30 days** of the expense being incurred.
6. Claims will be reviewed and aim to be processed within **14 days** of receipt;
7. Reimbursements will be made via bank transfer to the contractor's nominated account;
8. The Company reserves the right to request additional information before payment.

4.0 AUDIT AND COMPLIANCE

To ensure transparency and accountability, all travel and expenses are subject to audit and compliance reviews. Any discrepancies identified during reviews may result in further enquiries or appropriate other action.

5.0 REFERENCES AND ASSOCIATED INFORMATION

Expense Claim Form

Scentia Code of Conduct

6.0 POLICY OWNERSHIP

Policy Owner	Chief Financial Officer
Status	Reviewed in August 2025
Approval Authority	Chief Executive Officer

Date of Approval	29 September 2025
Effective Date	1 October 2025
Implementation Owner	Financial Controller
Maintenance Owner	Financial Controller
Review Due	July 2027
Content Enquiries	Cindy Chen – Financial Controller Email: Cindy.Chen@aim.com.au

7.0 AMENDMENTS

Version	Amendment Approval (Date)	Amendment Made By (Position)	Amendment Details
C37.0	29/09/2025	Head of People	Removal of non-employees from scope of C21.2 and replacing with this policy