Contractor Travel Expense Process

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When a contractor is required to travel and expected to incur expenses such as taxis, meals and other small items, we must advise them of the following process that they must follow in order for Recruitment Hive to reimburse their expenses quickly.

How to submit an Expense Report

The Recruitment Hive Expense Report function is strictly for pre-approved client travel expenses as allowed by your host client contract. Only submitted expenses that include all supporting documentation (eg. tax receipts) will be forwarded to your timesheet approving manager for approval.

Please note: This function should NOT be used if an item is being salary sacrificed. If you would like to salary sacrifice an item, please contact **accounts@recruitmenthive.com.au** with a request to salary sacrifice PRIOR to purchasing any item.

If Expenses are enabled for your engagement agreement, you can submit expenses in your Timesheet portal. If the Expenses tab is not showing in your portal and you feel it should be, please contact your recruiter or email **info@recruitmenthive.com.au**

Expense claim payment is based exclusively on the Host Client's decision and no time frame can be guaranteed on when approvals will be received, or when payment can be remitted to you. Recruitment Hive will endeavour to facilitate this process and make payment as soon as possible, but approvals are only authorised from the Host Client and cannot be made until approved.

Some Clients have caps for meal costs - please confirm this with your line manager prior to travel.

PLEASE NOTE: Recruitment Hive will not reimburse expenses related to:

- Alcohol
- Tips to wait staff or restaurants
- Late accommodation checkout
- Any expense not approved by the client

Expense reports can be submitted for **Active or Inactive Jobs.** Jobs will appear for selection when you create an expense report as long as expenses have been enabled.

Expense claims must be lodged **within 1 month after the travel has occurred.** Claims submitted after this period may be delayed or rejected.

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Step 1:

Prior to travelling, the Contractor must develop a list of expected expenses (with cost estimates if possible) and then email this list to their Client supervisor and request that the Client supervisor emails the Contractor back with the statement "approved" in their email. The Contractor is then to forward this to their Recruitment Hive Front Line recruiter.

Step 2:

The Contractor travels and keeps receipts for all expenses

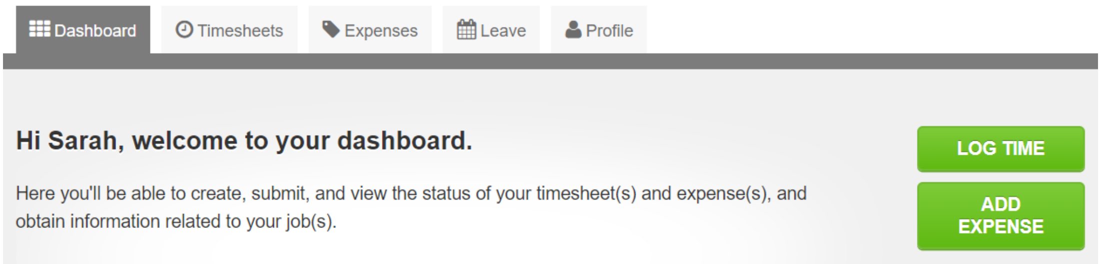
Step 3:

Submit an Expense on our Recruitment Hive timesheet portal - recruitmenthive.astutepayroll.com/

To submit an expense report:

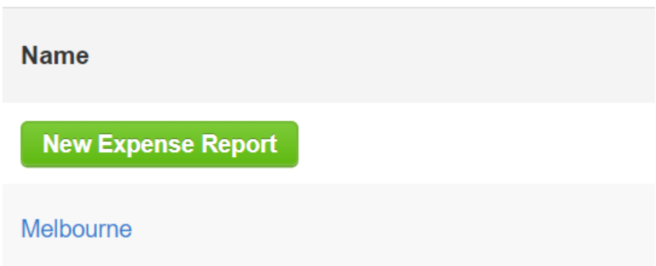
1. Log into your Recruitment Hive Astute Payroll account.
   recruitmenthive.astutepayroll.com/

2. Once you log in, your Dashboard will display. On the right of the screen, click the green 'Add Expense' button.



You can also click the Expenses tab in the navigation bar at the top of your Dashboard.

3. Create an expense report by clicking 'New Expense Report'.



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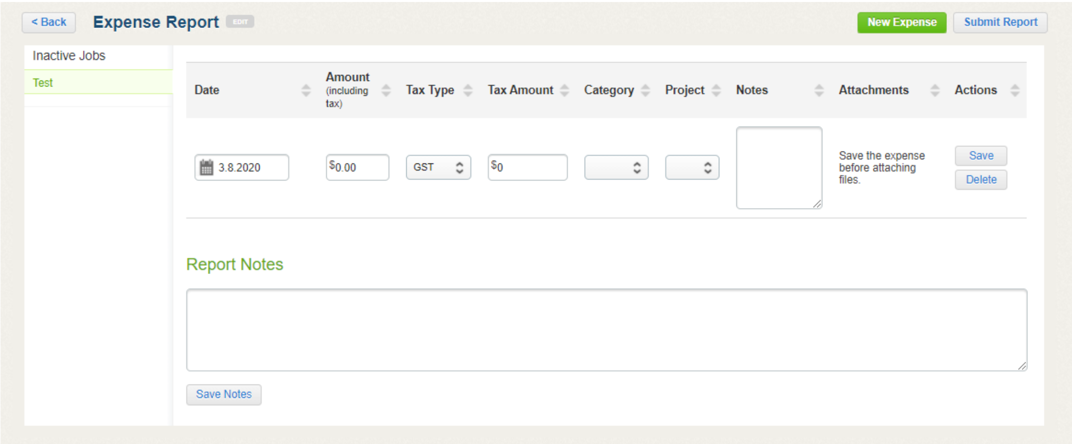
4. Enter a Name for the expense report and click Save. The name will appear in your expense reports list. Click on the name to access the expense report.

5. Select New Expense from the top right corner of the expense report.

6. Enter the expense details. Make sure that the data you enter is correct, then type in the Amount and select a category.

Please ensure that the **correct tax type has been selected from the drop down list so that the auto-calculated tax amount is correct:**



7. Click Save when all expense details have been entered.

8. Add any other expenses separately by clicking New Expense and enter the expense details. This can be used if you have multiple receipts that you need to include.

9. Once the expense data is saved, click the 'files' button in the Attachments column to attach supporting documents – contractors MUST ensure that an approval email from their Client supervisor included. Expense claims that do not include this will be rejected.

Click '**Upload a File**', then select the file and attach.

When a file is successfully attached, it will be listed in the Attachments column. You can view a file by clicking on the filename or delete a file by clicking the red 'X'.

10. Ensure each receipt amount matches the amounts entered into the Astute portal.

Totals MUST match or the expense claim will be rejected.

Submit your expense report for approval by clicking 'Submit Report'.

Once the expense report is submitted, your browser will automatically refresh and return to the Expense Reports list, showing the report that you have just submitted with a status of Awaiting Approval.

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How to delete an Expense Report

You can delete an expense report when it is in Pending Submission status, by clicking the Delete button.

Expense reports with a status of Rejected can be cancelled instead of deleted. To cancel an expense report, click the Cancel button next to the relevant expense report.

Clicking Cancel will not remove the record of the expense report from your portal, giving you a historical record of all cancelled expense reports.

If your expense report has been submitted for approval, your nominated approver will need to reject it before you cancel it.

Like to know more?

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