

The Synod of the Diocese of the Northern Territory Incorporated
How expenses should be claimed from and/or reported to the Diocesan Office

<i>If the expense is:</i>	<p>a personal expense</p> <p>Claimed against an RPEA liability</p> <p>Paid for by personal means</p>	<p>for Diocesan business</p> <p>Claimed against a Account Code and Department/Specific Grant</p> <p>Paid for on the MasterCard DebitCard</p>	<p>for Diocesan business</p> <p>Claimed against a Account Code and Department/Specific Grant</p> <p>Paid for by personal means (incl. c/km travel allowance)</p>	<p>for Diocesan business</p> <p>Claimed against a Account Code and Department/Specific Grant</p> <p>Not yet paid</p>
<i>Action:</i>	Enter into Xero Expenses	Enter into Xero Expenses	Complete reimbursement form	Match to a Xero purchase order* & enter in Xero as Bill to Pay
<i>Specifications</i>	<p>Date: (the day on which the expense is being claimed, <i>not</i> the original date)</p> <p>Paid with personal money (reimbursable)</p> <p>Account Code: (your RPEA Liability)</p> <p>Department: (your Department)</p> <p>Tax rate/amount: (allocate as per receipt)</p> <p>Assigned to: (expenses can <i>also</i> be assigned to a Customer or Xero Project)</p>	<p>Date: (the day on which the expense is being claimed, <i>not</i> the original date)</p> <p>Paid with company money (non-reimbursable)</p> <p>Account Code: (choose)</p> <p>Department/Specific Grant: (relevant Department/Specific Grant)</p> <p>Tax rate/amount: (allocate as per receipt)</p> <p>Assigned to: (expenses can <i>also</i> be assigned to a Customer or Xero Project)</p>	<p>Reimbursement form located on Diocesan website under Resources/Business Services/Forms (RFC001 Reimbursement Claim Form)</p> <p>Date: (the day on which the expense is being claimed, <i>not</i> the original date)</p> <p>Account Code: (choose)</p> <p>Department/Specific Grant: (relevant Department/Specific Grant)</p> <p>Tax rate/amount: (allocate as per receipt)</p> <p>Assigned to: (<i>manually note where</i> expenses can <i>also</i> be assigned to a Customer or Xero Project)</p>	<p>Email bill to: bills.21dty.cd10gbepuzxi nksj@xerofiles.com</p> <p>Date: (the day on which the expense is being claimed, <i>not</i> the original date)</p> <p>Account Code: (choose)</p> <p>Department/Specific Grant: (relevant Department/Specific Grant)</p> <p>Tax rate/amount: (allocate as per receipt)</p> <p>Assigned to: (expenses can <i>also</i> be assigned to a Customer or Xero Project)</p>

*Expenses which are outside the delegation limit of the claimant and owed to a third party should normally be approved by means of a Xero purchase order