

Expense, Travel and Entertainment Policy



Policy summary

Why does ANZ have this policy?

This policy sets out ANZ's requirements for using ANZ funds appropriately and for approved purposes when incurring travel, entertainment and other discretionary expenditure. By following this policy, we ensure our expenditure is allowable and reasonable.

This policy forms part of ANZ's Code of Conduct Framework.

Who does this policy apply to at ANZ?

This policy applies to all employees and contractors of Australia and New Zealand Banking Group Limited (ANZ) and its controlled entities.

How is this policy applied at ANZ?

The policy is implemented through procedures and guides.

All employees and contractors complete mandatory training periodically.

Breaches of this policy may lead to disciplinary action, including dismissal.

Key obligations

Under this policy, ANZ employees and contractors must:

- Act with restraint, recognising that all funds belong to ANZ and its shareholders.
- Be a good role model by showing the rules apply equally.
- Not incur a prohibited expense.
- Undertake travel or incur expenses only for the benefit of ANZ.
- Submit, code and approve expenses on time, accurately and completely.
- Ensure Air Travel Concentration Risk is appropriately minimised and managed.
- Understand and manage your duty-of-care, immigration and tax requirements.
- Ensure that ANZ funded events meet Group Procurement requirements.
- Line Managers: monitor travel and expenses and promptly address Policy breaches.

Last review: 1 January 2018

Reviewed annually by: Group Financial Governance