

All client-related spending while on shifts require pre-approval.

If there is approved spending for your shift, the Client Engagement Manager or Case Coordinator will brief you on how much you can spend and provide you with a Reimbursement Form to be submitted along with your receipts.

## **Reimbursement Form**

The [Reimbursement Form](#) must be completed and submitted before we can reimburse you. Please fill all required sections in the form so we can reimburse you as soon as possible.

For Disability Support shifts, please send your completed Reimbursement Form to [operations@zestcare.com.au](mailto:operations@zestcare.com.au).

For Family Support shifts, please send your completed Reimbursement Form to [mariam.carfi@zestcare.com.au](mailto:mariam.carfi@zestcare.com.au).

## **Receipts**

Receipts should be a tax invoice, not an EFTPOS receipt (see below). Ask for a 'till receipt' that will show what was purchased, the GST and ABN of the shop.

The receipt should include the client expenses only. Please make a separate transaction if purchasing for yourself.

## **When will I be reimbursed?**

Reimbursements will be processed every Tuesday.

Please submit all reimbursement timely and no later than 10am on the Monday. Any reimbursements submitted after this cut off will be processed the following week.



Till receipt



EFTPOS receipt

