

Doomadgee Aboriginal Shire Council Policy



Policy Name:	Travel Expenses Reimbursement Policy
Policy Number:	22
Policy Type:	Administrative
Link to Corporate Plan	
Date Approved:	23/05/2019
Resolution Number:	10 – 5/19
Approving Officer:	Council / CEO

Section 1 - Introduction

Context

Staff are often required to travel on Council Business, Training and Conferences and will incur expenditure as part of that travel.

Purpose

This policy is designed to inform staff what their entitlements are when travelling on behalf of the Council either for training or another activity approved by the CEO or Director. It will clearly state guidelines to be followed by employees when travelling on behalf of the Shire and receiving reimbursement.

Scope

Applies to all staff employed by the Doomadgee Shire Council

Section 2 – Policy

Policy

Doomadgee Shire Council is committed to funding the travel requirements related to legitimate and approved activities for staff members.

Section 3 – Procedure

1. Accommodation

- a. Any staff member who is required to stay overnight in accommodation due to an inability to return home should have accommodation booked through the Council prior to the training or authorised activity. This will ensure that value for money has been sought. All accommodation receipts must be kept and provided to Council.



- b. If circumstances beyond the control of the employee prohibit pre-booking accommodation, then approval should first be sought from either the CEO or Director to book accommodation en-route. All accommodation should be documented with a receipt.
- c. If the circumstances addressed in clause 1.b occur, employees are responsible for securing reasonably priced accommodation in accordance with section 54(1) of the Public Services Act 2008.

2. Meals

- a. If meals (breakfast, lunch or dinner) are not supplied to employees attending training and approved functions or as part of the accommodation package, employees are entitled to a meal allowance for each of breakfast, lunch and dinner.
- b. Staff who attend functions or training that do not supply meals are entitled to a meal allowance in accordance with section 54(1) of the Public Services Act 2008.
- c. All meals are to be documented and receipted as only actual cost of the meal will be reimbursed. All meals over these values are to be supplemented by the employee.

3. Air travel

- a. All air travel must first be authorised by the CEO or Director and all bookings must be made by Council to ensure that the best value for money is obtained.
- b. Should air travel be refused, council will reimburse the employee the amount equivalent to the most direct route airfare.

4. Reimbursement for use of a private vehicle

- a. Where a council vehicle is not available or previously approved by a supervisor, employees who attend training or authorised functions using their own vehicle will be paid the vehicle allowance as stipulated under the Queensland Local Government Industry Award – State 2017.
- b. The initial starting point and kilometres travelled must be calculated by documenting the speedometer reading before leaving the immediately upon arrival at the final destination (home or workplace).
- c. When travelling to the destination, the most direct route must be taken.

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- d. Council will not pay the travel allowance for non-work related travel. Kilometres travelled may need to be justified before reimbursement is given.

5. Travel time

- a. All travel completed in ordinary hours of work will be paid at the ordinary rates for approved activities
- b. All travel time completed outside of ordinary hours **will not be paid**

6. Other costs

- a. Foreseeable travel expenses must first be authorised and should be booked prior to training, these include rental car costs. These expenses must relate directly to training.
- b. Unplanned expenses such as taxi and public transport fares, and business telephone calls must be documented with receipts and may require justification before reimbursement is given.
- c. Receipts must be provided in order to receive reimbursement.
- d. All items must adhere to the Code of Conduct

Section 4 – Reference and Supporting Information

Supporting documentation

Links to supporting documentation	
Code of Conduct	..\\..\\..\\07. GOVERNANCE MANAGER\Policies and Procedures\16 Code of Conduct for Staff Policy - Adopted April 2018.pdf

Section 5 – Governance

Policy is governed by the following legislation

Name	Link

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Responsibility

Responsible Department:	Corporate Services
Policy Administrator:	Director of Corporate Services

Review

Review Period:	12 months
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Privacy Provision

Council respects and protects people's privacy and collects, stores, uses and discloses personal information responsibly and transparently when delivering Council services and business.

Change History

Review Date	Revision Number	File Reference:	Approval Date	Change:	Date of Next Review
June 2018			23/5/19		June 2020