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# Staff Travel & Related Expenses Policy

Adoption Date:

Review Date:

Responsible Officer: General Manager

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## SCOPE

This policy applies to all permanent, temporary or casual employees requiring to travel for Castlereagh Macquarie County Council (CMCC) in the normal course of their day to day activities while incurring expenditure on Council's behalf.

## OBJECTIVES

The purpose of this policy is to outline the entitlements for staff when travelling on behalf of the Council for training, conference or other work related activity (meeting etc) approved by the General Manager. The policy seeks to ensure consistency, accountability and transparency when incurring the expense for Council and any re-imbursement of travel and related expenses.

## COMMENCEMENT OF POLICY

This Policy will commence on adoption by Council. It replaces all other Staff Travel expenses policies (whether written or not).

## POLICY

### **Approval**

Prior to booking or embarking on travel for the purpose of training, conference, meeting or other work related activity where travel or related expenses are likely to be incurred, officers must first gain written approval from the General Manager. Where travel is required to attend training or a conference, a *Staff Training Approval* form must be completed.

### **Booking**

All travel bookings are to be made through the Administration Officer (purchasing procedures must still be followed). A copy of the approved *Staff Training Approval* form must be supplied.

All registration, travel and accommodation will be pre-booked by the Administration Officer and pre-paid by Council's Purchase Order/Corporate Credit Card.

### **Travel**

Employees are to travel via the most practical and direct route, using the most economical and efficient mode of transport.

Where possible Council owned vehicles should be used for travel. Personal vehicles may be used with the prior approval of the General Manager where a Council owned vehicle is unavailable. Officers are encouraged to car pool where practical. In the case of the use of a private vehicle, employees shall be reimbursed a kilometer rate as per the Local Government State Award.

Travel outside of ordinary working hours will be in the employee's time unless specifically approved otherwise by the General Manager. This includes travel on a weekend, early morning or evening for

a conference / meeting / training during working hours.

Any travel transfer expenses associated with employees' travel will be reimbursed on production of receipts e.g. public transport fees, parking fees.

Any fines incurred while travelling in Council-owned vehicles or privately owned vehicles when attending to Council business, will be the responsibility of the employee incurring the fine.

### ***Interstate Travel***

Interstate travel is to be approved by the General Manager.

### ***Accommodation***

Council will pay for reasonable expenses incurred for overnight accommodation. Where possible the maximum standard for accommodation should be four star rating however where particular accommodation is recommended by conference organisers, Council will take advantage of the package deal that is the most economical.

### ***Private Accommodation***

Should an officer choose to stay in private accommodation (e.g. with friends or family) the officer is not entitled to claim costs for accommodation.

### ***Meals***

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 reimbursement of actual meal expenses. If an officer is staying at accommodation where meals, for example breakfast, can be included in the accommodation package it is acceptable to book and prepay for meals at the same time as booking accommodation. Meal costs will be reimbursed upon provision of receipts. Maximum reimbursement for each meal will be as follows in accordance with the ATO determination for County Areas.

- Breakfast \$30.35
- Lunch \$34.65
- Dinner \$59.75

**Council shall NOT incur the cost of any alcoholic beverages whilst staff are travelling on Council business or attending meetings/conferences.**

### ***Exclusions***

Should a meal/s be provided to the officer as part of their duties, for example a meal at a conference the officer is not entitled to claim for meal expenses.

Reimbursement will only be provided for beverages/snacks between meals in extreme cases on approval from the General Manager.

Tipping expenses will not be reimbursed.

### ***Payment of Travel Expenses***

Reimbursement of meal expenses and travel will occur upon completion of the travel and the submission of an approved *Staff Travel Expense Reimbursement* form including receipts to Accounts Payable. The funds will be paid directly into the officer's bank account.

### ***Overtime/TOIL***

Payment of any overtime for attendance or travelling to a conference or training will not be eligible. Accrual of TOIL for travelling is also not eligible. Accrual of TOIL for attendance will not be eligible unless the training or event is outside normal working hours e.g. on a Saturday or Sunday. In that instance TOIL may be accrued for the actual duration of the event up to a maximum of standard daily hours.

## AUDIT AND REVIEW

This policy shall be reviewed every **three years** or as required due to changes in legislation.

Version	Adopted Date	Minute No.	Details of Review
1			