

| | |
|---------------|-----------------|
| Policy Name | Staff Travel |
| Policy Type | Human Resources |
| Policy Number | HR22 |
| Version | 3 |
| Approval Date | January 2019 |
| Renewal Date | January 2022 |



Policy Number **HR22**

Policy Name **Staff Travel**

POLICY STATEMENT

If you travel as part of your work with West Daly Regional Council, Council will ensure you are not out-of-pocket for all reasonable expenses.

USE OF PRIVATE VEHICLE

If you are required to travel on behalf of the Council, or to travel away from your usual place of work to cover for another team member, or to undertake special duties, you are allowed to either:

- Claim reimbursement for actual expenses incurred, or
- Claim a travel allowance in respect of accommodation, meals and incidental expenses.

Claims for reimbursement can only be made after you have incurred the relevant expenditure. You need to keep receipts to substantiate your claim.

A claim for travel allowance must be made before commencement of the travel, or as soon as practicable after commencement of the travel. It will be paid at the relevant ATO rates.

For the purposes of this policy, you are considered to be travelling if you are required to travel 300 Km or more from your usual place of work, or the nature of your duties requires you to stay overnight in temporary accommodation.

Darwin Office

Unit 1/70 Cavenagh Street, Darwin NT 0800 | GPO Box 3775, Darwin NT 0801 | Ph: 08 7922 6403

Email info@westdaly.nt.gov.au | www.westdaly.nt.gov.au | ABN: 25 966 579 574

MINIMUM STANDARDS OF ACCOMMODATION

You will be provided with accommodation that is at least consistent with the 3-star rating used in RACQ/NRMA/RACV/AANT etc. accommodation directories, except where this standard is not available in a particular location. Accommodation costs should be limited to a maximum of the ATO rates, unless special circumstances exist.

LIMITS ON MEALS

You are limited to actual and reasonable meal costs, provided the meals are not excessive. The reimbursement per meal is limited to the maximum of the approved ATO rate. You are not entitled to expenses or meal allowance for meals that are provided at Council's expense or as part of a fare, such as meals on a plane. You will not be reimbursed for alcoholic beverages or items from a mini bar.

INCIDENTAL EXPENSES

Official telephone calls, faxes, internet access and postage costs will be paid by Council.

Other incidental expenses such as newspapers, magazines, coffee etc., private telephone calls or personal items necessary for travel will be covered through payment of the incidental allowance at ATO rates. This amount is payable in respect of any day on which you travel as part of your work.

EXPENSES AND TRAVEL ALLOWANCE FORMS

You must claim reimbursement of expenses using an Expenses Form and attach copies of any receipts. In some instances it may not be possible to obtain a receipt, in which case a statutory declaration needs to be completed with the details and the nature of the expenditure. The statutory declaration must be signed and submitted with the reimbursement claim.

Travel allowance will be entered into TechOne and submitted by Darwin Office administration assistant on behalf of each staff member. The CEO or delegate will approve all travel.

APPROVALS

All travel must be approved by your manager before commencement of travel.

Darwin Office

Unit 1/70 Cavenagh Street, Darwin NT 0800 | GPO Box 3775, Darwin NT 0801 | Ph: 08 7922 6403

Email info@westdaly.nt.gov.au | www.westdaly.nt.gov.au | ABN: 25 966 579 574

Following travel, the confirmation page of the Travel Allowance must be completed, submitted and approved.

TERMINOLOGY AND REFERENCES

REFERENCES

Local Government Industry Award 2010

Local Government Act

Australian Taxation Office

FURTHER INFORMATION:

Human Resources Advisor

Darwin Office

Unit 1/70 Cavenagh Street, Darwin NT 0800 | GPO Box 3775, Darwin NT 0801 | Ph: 08 7922 6403

Email info@westdaly.nt.gov.au | www.westdaly.nt.gov.au | ABN: 25 966 579 574