

## HR2. Travel and Accommodation Allowances and Expenses Policy

### Policy Objective

To determine the travel and accommodation expenses payable in respect of officers travelling on official Shire business (e.g. conferences, seminars, study tours, conventions and the like).

### Policy Statement

Officers travelling on official Shire business are to be reimbursed substantiated expenses in accordance with the Australian Taxation Office reasonable amounts for daily travel allowance expenses:

Approval for travel must, where appropriate and possible, be sought two months prior to departure;

Travel and accommodation for elected members and staff will be arranged through the Chief Executive Officer who is to ensure that the most cost-effective travel and accommodation arrangements are achieved.

Travel and accommodation standards will apply as follows unless varied with the prior approval of the Chief Executive Officer where circumstances necessitate e.g. international travel:

- Travel and accommodation allowance will be paid in accordance with the Australian Taxation Office reasonable rates for travel allowance in the appropriate year. Staff choosing to travel by private motor vehicle instead of traveling by air when it was the preferred option, will be reimbursed up to the equivalent amount that would have been expended had arrangements been made to travel by air;
- Reasonable costs for taxi fares will be reimbursed.
- In the case of international travel, where it is necessary for staff to accompany Elected Members, the travel class will be that of the Elected Members;
- Where, in particular circumstances, staff desire to travel interstate by private motor vehicle the officer is to be reimbursed up to the equivalent amount that would have been expended had arrangements been made to travel by air;
- Accommodation at overseas locations will be in accordance with the itinerary approved by the Chief Executive Officer;
- Advances for international travel will be separately determined by the Chief Executive Officer in each circumstance;

As a general rule, time employees spend travelling in the course of their work is considered 'ordinary time' and is paid as such.

The Local Government Industry Award 2010 (Award) provides the following in relation to Excess travelling time and fares.

“Where an employer requires an employee, other than a casual, to start work at a place away from the employee’s normal starting point, the employer will pay the employee:

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excess travelling time—at the employee’s ordinary rate for all time reasonably spent reaching and/or returning from the job which is in excess of the time normally spent in travelling between the employee’s usual residence and their normal starting point”

Based on the general rule and the provision in the Award, the employee is entitled to be paid at their ordinary rate for the excess travel time.

Further the employee is encouraged to take time in lieu of the excess travel time at a later date and also to travel during ordinary hours of work, as compared to travelling outside of ordinary hours of work.

However, conditions in employment contracts will supersede this policy and senior employees may have an expectation in their contracts to work additional hours, such as travel time.

***Policy Reviewed October 2020***