

EM 6 – TRAVEL REIMBURSEMENT

Objective

- To provide financial assistance to elected members, management and staff to allow them to travel and develop their skills and knowledge base for the ongoing performance of their official duties.
- To reimburse travel costs incurred by Shire Councillors travelling off Island to perform a function in his or her capacity as a Council Member.

Policy

1. In accordance with the requirements of the legislation, travel costs will be reimbursed on the basis of demonstrated actual expenditure of such costs, up to the general limits set by this policy.
2. The nature and range of travel costs reimbursed will be as follows:
 - (a) Taxi and other ride-sharing fares for travelling to and from airports to accommodation and to conferences and SOCI business meetings.

Shire representatives, management and staff have to collect receipts of taxi and ride-sharing fares for presentation to the finance team upon return to the island for reimbursement.
 - (b) Where a Member, Manager or staff chooses to stay in private accommodation, and doesn't incur any accommodation costs, a hire car will be made available if required.
 - (c) Car hire will also be considered when it is likely that the person will require on average more than 6 taxis per day during their travel.
 - (d) Other costs incurred for the travel; receipts must be presented to the finance section upon return for consideration.
3. The Shire will directly book and pay for airfares and accommodation as needed for travelling Shire parties.
4. The Shire will pay the travel allowance as per the Enterprise Agreement in force to the travelling Shire party before departure. This requires the travelling party to have filled in the travel allowance form available in the finance section and have it signed off by the CEO.

5. As a general rule receipts are required as evidence of expenditure. If the travelling party cannot provide such evidence, a statutory declaration will be acceptable. For ease of administration, standard forms will be available to calculate the extent of an entitlement to be advanced for travelling Shire parties.

Key Performance Indicators	Accuracy and timeliness of processing of member allowance advances and claims Extent to which members provide details of travel expenditure within 4 weeks of return from travel
Keywords	Accommodation, airfares, incidental expenses
Related Policies	Member Expenses Calculation Form Member Expenses Claim Form
Changes to Policy as a Result of July 2022 Review	Removed references to outdated reimbursement practices. The Shire pays for airfare and accommodation for all travel requirements; these were previously listed as items that were 'reimbursable' to the travelling party.

Version	Approved, Amended, Rescinded	Date	Officer	Resolution number	Key changes/ notes	Next Review date	File Ref No.
1	Approved	16/10/2001	CEO	01/01			2.11.27
2	Approved	26/9/2017	GRPG	88/17		Sept 2019	2.11.27
3	Approved	26/7/2022	GRPG	67/22		July 2024	2.11.27