

EM 6 – TRAVEL REIMBURSEMENT**Objective**

- To provide financial assistance to elected members 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 elected members 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) Airfares – cost of economy class airfares by the most direct or practical means;
 - (b) Meals, accommodation and incidental expenses – based on up to the amounts set for SES employees of the Australian Public Service for different destinations as varied from time to time.
 - Incidental expenses include telephone calls, non-alcoholic refreshments and laundry expenses but do not include accommodation services such as mini bars and entertainment.
 - Telephone calls may include personal calls to family members as well as STD business calls necessary to be made while the member is away.
 - (c) Taxi and other ride-sharing fares for travelling to and from airports to accommodation and to conferences and SOCI business meetings - cost of these fares. Subject to prior approval, different travel arrangements can be made provided that they are efficient; for example, hire of vehicle and/or reimbursement of use of vehicle costs and parking fees. Elected Members have to collect receipts of taxi and ride-sharing fares for presentation to the finance team upon return to the island for reimbursement.
 - (d) Where a member chooses to stay in private accommodation, and doesn't incur any accommodation costs, a hire car will be made available if required.
 - (e) Car hire will be considered an efficient travel arrangement where it is likely that the member will require on average more than 6 taxis per day during their travel.
 - (f) Other costs incurred for the travel; for example, departure taxes.
3. Where arranged with the Member, the Shire will directly book and pay for airfares.
4. Where arranged with the Member, the Shire will directly book and pay for accommodation. Where the accommodation includes some or all meals, the amount a member can be reimbursed for meals will be reduced by the amount and maximum reimbursement cost of those meals so included.
5. Where arranged with the Member, the Shire will advance an amount to cover meal, accommodation and incidental expenses. The amount will be calculated on the basis of

the rates set for SES employees of the Australian Public Service times the number of days/part days the member will be away. Within 4 weeks of the conclusion of the travel, the member will repay to the Shire any amount advanced but not spent (as demonstrated through receipts).

6. For ease of administration, when assessing reimbursement claims, the Shire will look at the total amount available under a category of reimbursement (where relevant) rather than any components used in the calculation of the maximum available. For example, the total cost of meals rather than the cost of types of meals (breakfast, lunch or dinner). The Shire will also assist Members in making claims by providing summary forms to complete.
7. Expenditure above the maximum will not be reimbursed unless the Member can show good reason why such costs should be reimbursed. Where Members incur expenses on behalf of other Members (eg meals, departure taxes), the Member who incurred the expense can claim reimbursement provided that the Member(s) for whom the expense was incurred do not make the same claim and/or have the amount of their entitlement reduced accordingly.
8. As a general rule receipts are required as evidence of expenditure. If a Member 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 Members.

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
Key Words	Accommodation, airfares, incidental expenses
Related Policies	Elected members attendance at Local Government Week Perth and National Government Week Canberra
Related Procedures/ Documents	Member Expenses Calculation Form Member Expenses Claim Form
Delegation Level	CEO
First Adopted by Council Resolution No.	16 October 2001 1/01
Adoption Conditions Consultation	Nil Nil
Reviewed by Council Resolution No.	26 September 2017 88/17
Changes to Policy as a Result of Review	Amendment made to clarify the circumstances in which hiring a car would be preferred manner of covering travel associated with an off-Island trip
Date Document Updated	September 2017
Next Review Date	September 2021
FILE REFERENCE	2.11.27
