

	<b>POLICY TITLE:</b>	<b>TRAVEL AND ACCOMODATION POLICY</b>
	<b>POLICY NUMBER:</b>	<b>P44</b>
	<b>CATEGORY:</b>	<b>COUNCIL POLICY</b>
	<b>RESPONSIBLE OFFICER:</b>	<b>CHIEF EXECUTIVE OFFICER</b>

**1. PURPOSE:**

The purpose of this policy is to outline a set of guiding principles for Wagait Shire Council employees and councillors when arranging and undertaking official work related travel.

**2. SCOPE:**

This Policy applies to all employees and councillors of Wagait Shire Council.

**3. DEFINITIONS:**

**Approval officer:** means the Chief Executive Officer for any employee or councillor travel, or in the case of the Chief Executive Officer, the Principal Member.

**Booking officer:** means the officer manager or Chief Executive officer.

**Official Business:** Business conducted on behalf of, and approved by Wagait Shire Council, either to fulfil a legislative requirements or to achieve a benefit for Wagait Shire Council. This may include an employee's or councillor's attendance at external courses, conferences, seminars or workshops.

**4. POLICY:**

All travel made by employees or councillors of Wagait Shire Council for official business purpose must be approved in advance and Travel Allowance Claim Form should be completed.

An employee or councillor who is required to be absent overnight from their usual place of residence on official work travel will be paid an entitlement for incidentals and meal expenses (as per the travel allowance form) occurring during the period while undertaking official work travel. Overnight travel expenses are currently not subject to tax instalment deductions, and will not be unless required by taxation legislation.

While undertaking official travel, no employee or councillor will be out of pocket for reasonable expenses. However, no staff member or councillor shall gain a financial advantage through the travelling allowance arrangement. Where the allowance determined by the Australian Taxation Office is not considered

appropriate in respect of a particular travel situation, the Chief Executive Officer may substitute a greater or lesser amount to be paid depending on the particular travel situation.

#### **4.1 Travel Allowance**

Travel allowance is provided to employees and Councillors conducting official business that requires overnight absence from normal place of work in a location where commercial accommodation is available. Travel allowance comprises meals and incidental expenses based on rates determined by the Australian Taxation Office.

#### **4.2 Payment**

Payments for allowance will be paid to employees and councillors into their bank account of their choice in the earliest pay run after the travel occurs and the Travel allowance claim form is submitted to the office manager.

#### **4.3 Travel**

Travel relates to all modes of travel. It includes flights, taxis, public transport, rental car and council vehicle use. The mode of travel used for official travel should be approved prior to the travel by the Chief Executive Officer.

If an employee of councillor wishes to travel to a location early or extend their stay beyond business requirements, this will need to be permitted by the approval officer.

##### **4.3.1 Air Travel**

The cost of air travel to and from destinations is to be by economy class on the shortest possible route. Council will not pay the cost of air travel upgrades.

##### **4.3.2 Vehicle Travel**

###### **Taxis**

It will be the responsibility of the person travelling to organise their own taxi request. Receipts are to be kept for reimbursement. Reimbursement should be claimed by submitting Reimbursement Claim Form to the office manager.

###### **Rental Cars**

Employees and councillors must seek appropriate approval from the approval officer prior to renting a vehicle. The Chief Executive Officer is the approval officer for employees and councillors and the principal member is the approval officer for the Chief Executive Officer. Consideration must be given as to whether the renting of a vehicle is cost effective and appropriate under the circumstances. All rental car bookings are to be made by the booking officer.

### **Private Vehicle Allowance**

Where the Chief Executive Officer has authorised the use of a private vehicle, a mileage allowance per km as approved by in Travel Allowance Claim Form will be paid.

## **4.4 ACCOMMODATION**

Accommodation for employees and councillors when attending official Wagait Shire Council business will be booked and paid for by Wagait Shire Council.

Accommodation for employees and councillors must be approved prior by the relevant authorisation officer.

Additional expenses incurred in accommodation such as private telephone calls, room service or mini-bar supplies will be the staff member's/elected member's own responsibility.

Funds will not be paid in lieu of accommodation.

## **5 ASSOCIATED DOCUMENTS**

P05 Council Staff Code of Conduct  
P43 Credit Card Policy  
P45 Vehicle use Policy  
Travel Allowance Claim Form  
Expense Reimbursement Form  
Accommodation Booking Form

## **6 REFERENCES AND LEGISLATION**

Local Government Act  
Local Government (Accounting) Regulations  
Fair Work Act 2009  
Income Tax Assessment Act 1997

## **7 REVIEW HISTORY**

Date Approved:	19/02/2019	Approved By: Council	Resolution no. 2019/331	Date for review:	19/02/2022
----------------	------------	----------------------	-------------------------	------------------	------------