

1. POLICY CERTIFICATION

Policy title:	Travel Policy for Councillors and Employees
Policy number:	008
Category:	Policy
Classification:	ADM
Status:	Approved (26 June 2013) Amended (10 October 2013)

2. PURPOSE

This policy outlines a set of guiding principles for Roper Gulf Regional Council employees and Councillors to consider when arranging and undertaking official work-related travel, including airline travel that will require employees and Councillors to overnight stay in a location other than their primary residence.

3. ORGANISATIONAL SCOPE

This policy applies to all Employees and Councillors of Roper Gulf Regional Council.

4. POLICY STATEMENT

All travel made by employees or Councillors of Roper Gulf Regional 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 work 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.

Employees who travel on official work travel for a day trip (7.6 hours) are not entitled to claim travel allowance.

While undertaking official travel, no employee or Councillor will be out of pocket for reasonable expenses. However, no employee or Councillor shall gain a financial advantage through the travelling allowance arrangement.

5. DEFINITIONS

Official business	Business conducted on behalf of, and approved by RGRC, either to fulfil a legislative requirement or to achieve a benefit for RGRC. This may include an employee's or
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	Councillor's attendance at external courses, conferences, seminars or workshops.
RGRC	Roper Gulf Regional Council
Travel Allowance	A travel allowance is a sum of money paid to you, generally before you start travelling. It gives you funds to pay for your travel costs.
Work	Includes any activity

6. PRINCIPLES

6.1 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. Where the allowance determined by the Australian Taxation Office is not considered appropriate in respect of a particular travel situation, the CEO may substitute a greater or lesser amount to be paid depending on the particular travel situation.

6.2 Payment

Payments for allowance will be paid to staff and Councillors into their bank account of their choice in the earliest pay run from submission of Travel Allowance Claim Form or earlier if possible.

Where an employee or councillor does not attend the required course or meeting for which travel allowance and accommodation has been provided without appropriate justification to the CEO or relevant Director, the employee or elected member will reimburse the payment made to RGRC from their next available wage or allowance.

6.3 Adjustments to Payments

Should the employee return earlier from a trip, a repayment will be required if a Travel Allowance was provided in advance. The Finance Department will advise employee via email of the amount overpaid. Conversely additional amounts acquired, as the result of a later return than planned will be paid upon advice of the revised return details.

7. TRAVEL

Travel relates to all modes of travel. It includes flights, taxis, public transport, hire car and council vehicle. The mode of travel used for official travel should be approved prior travel by the relevant Manager or Director.

7.1 Air Charter/ Air Travel

All chartered planes must be approved by either the CEO or Directors prior to departing.

All chartered planes must be budgeted for in each financial year.

Flight booking for all chartered flights will be done by Customer Service Officer (CSO) at Crawford Street. Governance, Corporate Planning and Compliance Department will work with CSO at Crawford Street for arranging flights for Councillors for RGRC business.

7.2 Vehicle Travel

RGRC will make every effort to provide an official vehicle for the duty. A rental vehicle will be provided in the absence of availability of RGRC vehicles. Where employee has to use their own vehicle, a mileage allowance per km as approved in Travel Allowance Claim Form be provided.

Fuel cards will be provided for the use of a RGRC vehicle. Where Fuel card has not been provided, purchase orders are to be raised and approved by authorized personnel prior to filling the fuel tank. In the event where employee has no choice but to make out of pocket payment for fuel, receipts are to be kept for reimbursement. Reimbursement should be claimed by submitting 107-010 Expense Reimbursement Claim Form approved by authorized personnel to the finance department.

7.2.1 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 107-010 Expense Reimbursement Claim Form approved by authorized personnel to the finance department. Alternatively cab charge card may be collected from EA to CEO.

7.2.2 Hire Cars

The employee need to seek appropriate approval from their Manager/Director before hiring a vehicle.

7.2.3 Private Vehicle Allowance

Where Director or Manager have authorised the use of private vehicle, a mileage allowance per km as approved by in 107-009 Travel Allowance Claim Form will be paid.

8. ACCOMMODATION

Accommodation for Councillors for attending official RGRC business will be booked and paid for by RGRC.

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Accommodation for employees should be approved prior by the relevant Manager or Director. Purchase Orders must be raised prior to accommodation booking unless reimbursement or RGRC Corporate credit card has been used.

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

Funds will not be paid in lieu of accommodation.

9. REFERENCES

Acknowledgements (original author/source documents)	RGRC Governance Unit
Related Policies	<ul style="list-style-type: none"> HR011 Leave Policy
Related Publications	<i>Nil</i>
Relevant Forms	<ul style="list-style-type: none"> 107-009 Travel Allowance Claim Form 107- 020 Executive Travel Allowance Claim Form 107-010 Expense Reimbursement Claim Form

10. DOCUMENT CONTROL

Policy number	008
Policy Owner	ADM
Endorsed by	OCM
Date approved	26/06/2013
Revisions	
Amendments	Replaces Travel Policy prior 26 June 2013 2nd March 2015
Next revision due	May 2015

11. CONTACT PERSON

Contact person	Manager Governance, Corporate Planning & Compliance
Contact number	08 8972 9000