

## S-F8-P TRAVEL & ACCOMMODATION PROCEDURE

<b>Purpose</b>	To outline how Council implements the Travel and Accommodation Policy.	
<b>Department</b>	Finance	
<b>File No.</b>	FIN/1300	
<b>Council Meeting Date</b>	16 August 2022	
<b>Minute Number</b>	160.08.2022	
<b>Next Review Date</b>	Four (4) years from Council Resolution Date	
<b>Review History</b>	160.08.2022	16 August 2022

### PROCEDURE

#### 1. On-island Travel

On-island travel by private motor vehicle, will be reimbursed under the Australian Taxation Office's prescribed cents per kilometre method, which for the 2023-24 financial year is 85 cents per kilometre.

##### Elected Members

- 1.1 Elected members are to list kilometres driven on their monthly Expense Claim Form and submit to accounts staff for reimbursement.

##### Council Staff

- 1.2 If a council vehicle is not available for on-island travel, staff are to obtain written approval from their Manager or the General Manager, prior to using their private vehicle for work purposes.
- 1.3 For approval to be granted, the following documentation must be supplied to council and a copy held on record:
  - o Current vehicle registration; and
  - o Current vehicle insurance.
- 1.4 Staff are to submit a completed Private Vehicle Reimbursement Form, along with written approval to use the vehicle, to accounts staff for reimbursement.

#### 2 Off-island Travel

2.1 Off-island travel includes private use of motor vehicles (refer to 1.3).

2.2 The maximum amount to be paid by Council for accommodation, in accordance with the Australian Taxation Office claimable rates for the 2023/24 financial year, are:

- o Accommodation (Melbourne) \$265.00
- o Accommodation (Tasmania) \$220.00

2.2 At peak times when major hotels have high bookings and increase their prices, the General Manager may approve payment of accommodation at an increased rate.

2.3

2.32.4 The maximum amount of expense reimbursement to be paid by Council per day, in accordance with the Australian Taxation Office claimable rates for the 2023/24 financial year, are:

- Breakfast           \$31.80
- Lunch               \$45.00
- Dinner              \$63.00
- Incidentals         \$30.00
- Car Parking         \$30.00

#### Elected Members

2.42.5 Elected Members are to seek approval for travel from the Mayor and/or General Manager prior to making travel arrangements.

2.52.6 Requirements for airfares, accommodation and car hire are to be emailed to [governance@flinders.tas.gov.au](mailto:governance@flinders.tas.gov.au) for processing.

2.62.7 Expenses to be claimed are to be detailed on the monthly Expense Claim Form and submitted, along with the relevant tax invoices relating to the expenses, to accounts staff for reimbursement.

#### Council Staff

2.72.8 Staff are to submit a completed travel request form to their departmental manager or the General Manager for approval prior to making travel arrangements.

2.82.9 Staff are to forward the approved Travel Request Form for airfares, accommodation and car hire to [office@flinders.tas.gov.au](mailto:office@flinders.tas.gov.au) for processing.

2.92.10 Expenses to be claimed are to be detailed on an Expense Claim Form and submitted, along with the relevant tax invoices, to accounts staff for reimbursement.

### **3 Related Legislation, Regulations and Policies**

Elected Members Allowances, Reimbursements and Equipment Policy (G6)

*Local Government Act 1993 (Tas)*

Travel and Accommodation Policy (F8)

### **4 Responsibilities**

The General Manager has delegated power under this policy to implement decisions of Council relating to reimbursement of travel expenses in accordance with section 22(1) of the *Local Government Act*.

The General Manager may sub-delegate such powers and functions in accordance with section 64(b) of the *Local Government Act*. This means that the General Manager or sub-delegate has the authority to make any decisions relating to reimbursement of travel expenses.