



S-F8 TRAVEL & ACCOMMODATION POLICY

Purpose	To establish clear guidelines for reimbursement of travel and accommodation expenses for elected members and council staff in the performance of official council business.	
Department	Finance	
File No.	FIN/1300	
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	223.11.22	22 November 2022

POLICY

1. Definitions

Staff – all employees of Flinders Council.

Elected Members – all Councillors including the Mayor and Deputy Mayor.

2. Objective

To ensure that there is accountability and transparency in the reimbursement of expenses incurred, or to be incurred, by elected members and staff and to ensure that the facilities provided to assist elected members and staff to carry out their civic duties are reasonable.

3. Scope

This policy applies to all staff and elected members of Flinders Council.

4. Policy

It is the Policy of Council that:

- 4.1. Council staff and elected members are entitled to reimbursement of reasonable travel expenses incurred as a consequence of attendance at a function or activity on official business of Council.
- 4.2. Council staff and elected members are entitled to be provided with the necessary financial facilities and support when travelling.
- 4.3. All incurred expenditure must be reasonable, and the product or service must be procured by the most appropriate and cost-effective method, utilising Council's preferred travel suppliers.
- 4.4. All off-island travel by staff and elected members, and on-island travel by staff, must be approved in advance.
- 4.5. Council staff use council vehicles for on-island travel, unless unavailable.
- 4.6. All airfares, accommodation and car hire are to be booked through Council's reception or governance staff.
- 4.7. The following expenses may be reimbursed, as per the Travel and Accommodation Procedure:
 - Use of private motor vehicle

- Travel by taxi, bus or other means of public transport by the shortest or most practicable route
 - Car parking fees
 - Breakfast, lunch and dinner
 - Out of pocket expenses (incidentals)
- 4.8. Expenses incurred above the nominated allowances in the Travel and Accommodation Procedure must be approved by the General Manager or the Mayor.
- 4.9. The following expenses will not be reimbursed:
- Costs for mini bar
 - Alcohol
 - Excess luggage where not required for Council business
 - In-room/external movies or other forms of personal entertainment.

5. Procedure

This policy should be read in conjunction with the Travel and Accommodation Procedure (F8-P).

6. Legislation and Council Related Policies

Elected Members Allowances, Reimbursements and Equipment Policy (G6)

Income Tax Assessment Act 1997

Local Government Act TAS 1993

7. Responsibility

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.