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| SUBJECT: TRAVEL & ACCOMMODATION POLICY | FILE NO: | FIN/1300 |
| ADOPTED BY COUNCIL ON: | MINUTE NO: | |
| AMENDED BY COUNCIL ON: | MINUTE NO: | |

1. Introduction

The Flinders Council recognises that staff and Council members need to undertake travel intrastate and on occasions interstate in the course of their Council business.

2. Purpose

This policy sets out the ways in which bona fide travel and accommodation expenses incurred by elected members and staff in the performance of official duties will be reimbursed or paid by Council.

The policy is 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 the Flinders Council.

4. Policy Statement

This Policy is underpinned by the following principles:

- Council staff and elected members should not be out-of-pocket as a result of performing and discharging their Council functions and duties.
- To assist Council staff and elected members in performing or discharging their official functions and duties they are entitled to be provided with a range of necessary facilities and support and to be reimbursed for expenses as specified in this policy.
- The accountability of the Council to its community for the use of public monies.

5. Travel & Reimbursements

- Travel both within and outside the Council area must be incurred by the Council staff or elected members as a consequence of attendance at a function or activity on the business of Council;
- All airfares are to be booked with either the front office staff or the Executive Officer;
- Where Council staff and elected members travel by private motor vehicle, the rate of reimbursement is at a rate equal to the appropriate rate per kilometre (determined according to the engine capacity of the vehicle) prescribed for the

purposes of calculating deductions for car expenses under section 28.25 of the *Income Tax Assessment Act 1997* of the Commonwealth;

- Car parking fees will be reimbursed (where they are a consequence of a staff or council member attending a function or activity on the business of the Council);
- Travel by taxi, bus or other means of public transport will be reimbursed on the basis of being expenses where they are incurred as a consequence of the staff or Council member's attendance at a function or activity on the business of the Council however such travel must be by the shortest or most practicable route.
- Reasonable out of pocket expenses (incidentals) will be reimbursed by Council on presentation of receipts. See Appendix 1.
- Council will meet reasonable costs of accommodation and main meals. Receipts of purchases must be presented for reimbursement. See Appendix 1.
- Costs for mini bar use will **not** be paid for by Council.
- Expenses incurred above the nominated allowances must be approved by the General Manager or the Mayor.

6. Bookings

Flights and accommodation must be booked through the Front Office or the Executive Officer who will ensure that the best discounts are obtained.

7. Legislation

Local Government Act 1993

Income Tax Assessment Act 1997

8. Review Date

This policy has a life of 2 years. It will be reviewed in February 2017.

Appendix 1

Maximum amounts to be paid for by Council, subject to:

- Expenses being in line with this policy
- Receipts and Tax Invoices being provided

| Item | Senior Managers, Councillors and Other Employees |
|---------------------------|--|
| Accommodation (Melbourne) | \$228.00 |
| Accommodation (Tasmania) | \$180.00 |
| Breakfast | \$27.60 |
| Lunch | \$39.10 |
| Dinner | \$54.75 |
| Incidentals | \$26.75 |
| Parking | \$25.00 |

Note:

1. The above rates are based on Australian Taxation Office Determination TD 2014/19 (which sets out the claimable rates for 2014/15) <https://www.ato.gov.au/Business/PAYG-withholding/In-detail/Allowances,-leave-payments-and-repayments/Travel-allowances-and-PAYG-withholding/?page=2>
2. Accommodation in other Capital Cities and in regional centres may be above or below this figure. Payments/reimbursements will be made in accordance with Australian Taxation Office Determination TD 2014/19.
3. There are peak times when major hotels have high bookings and hence they increase their prices. If this occurs and other accommodation is not available Council will pay/reimburse at the increased prices.