

BARCOO SHIRE COUNCIL POLICY STAFF TRAVEL POLICY

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| Policy Number: CSM-012 | Version: 1b |
| Classification: Staff Management | Section: Corporate |
| Date Adopted by Council: 19.04.2017 | Resolution Number: 2017.04.23 |
| Responsible Officer: Manager HR Communications and Governance | Review: This Policy is reviewed when any of the following occur: The related information is amended or replaced. Other circumstances as determined from time to time by the Chief Executive Officer. Notwithstanding the above, this Policy is to be reviewed at intervals of no more than two years. |
| Legislation: <i>Local Government Act 2009; Local Government Regulation 2012; Queensland Local Government Industry Award-State 2017; Public Service Act 2008</i> | |

OBJECTIVE

This policy is designed to inform staff what their entitlements are when travelling on behalf of the Council either for training or another activity approved by the CEO or Director. It will clearly state guidelines to be followed by employees when travelling on behalf of the Shire and receiving reimbursement.

POLICY STATEMENT

Barcoo Shire Council is committed to funding the travel requirements related to legitimate and approved activities for staff members.

DEFINITIONS

Staff Travel: Involves travelling on behalf of Council either to attend training or another activity authorised by either the CEO, Director or Manager. It may include staying in accommodation overnight, receiving meals or reimbursement for use of a private vehicle.

PROCEDURES

1. Accommodation

- 1.1. Any staff member who is required to stay overnight in accommodation due to an inability to return home should have accommodation booked through Purchasing prior to the training or authorised activity. This will ensure that value for money has been sought. All accommodation receipts must be kept and provided to Purchasing.
- 1.2. If circumstances beyond the control of the employee prohibit pre-booking accommodation, then approval should first be sought by either the CEO or Director to book accommodation en-route. All accommodation should be documented with a receipt.
- 1.3. If the circumstances addressed in clause 1.2 occur, employees are responsible for securing reasonably priced accommodation in accordance with *section 54(1) of the Public Services Act 2008*.

2. Meals

- 2.1. If meals (breakfast, lunch or dinner) are not supplied to employees attending training and approved functions or as part of the accommodation package, employees are entitled to a meal allowance for each of breakfast, lunch and dinner.
- 2.2. Staff who attend functions or training that do not supply meals are entitled to a meal allowance in accordance with *section 54(1) of the Public Services Act 2008*.
- 2.3. All meals are to be documented and receipted as only actual cost of the meal will be reimbursed. All meals over these values are to be supplemented by the employee.

3. Air travel

- 3.1. All air travel must first be authorised by the CEO or Director and all bookings must be made through Purchasing to ensure that the best value for money is obtained.
- 3.2. The vehicle allowance will apply to all employees who travel to the airport in private vehicles as stipulated in clause 4.1 and 4.2.
- 3.3. Should air travel be refused, council will reimburse the employee the amount equivalent to the most direct route airfare.

4. Reimbursement for use of a private vehicle

- 4.1. Where a council vehicle is not available or previously approved by a supervisor, employees who attend training or authorised functions using their own vehicle will be paid the vehicle allowance as stipulated under the Queensland Local Government Industry Award – State 2017.
- 4.2. The initial starting point and kilometres travelled must be calculated by documenting the speedometer reading before leaving the immediately upon arrival at the final destination (home or workplace).
- 4.3. When travelling to the destination, the most direct route must be taken.
- 4.4. Council will not pay the travel allowance for non-work related travel. Kilometres travelled may need to be justified before reimbursement is given.

5. Travel time

- 5.1. All travel completed in ordinary hours of work will be paid at the ordinary rates for approved activities (See *Training and Professional Development Policy*)
- 5.2. All travel time completed outside of ordinary hours will not be paid

6. Other costs

- 6.1. Foreseeable travel expenses must first be authorised and should be booked prior to training through Purchasing, these include rental car costs. These expenses must relate directly to training.
- 6.2. Unplanned expenses such as taxi and public transport fares, and business telephone calls must be documented with receipts and may require justification before reimbursement is given.
- 6.3. Receipts must be provided in order to receive reimbursement.

6.4. All items must adhere to the Code of Conduct.

ASSOCIATED DOCUMENTS AND POLICIES

Training and Professional Development Policy