

 DISTRICT COUNCIL OF TUMBY BAY	<b>POLICY# 5.15</b> <b>Travel Allowance &amp; Reimbursements</b>  <b>POLICY AREA</b>  <b>Finance</b>	<b>Version No:</b>	<b>2</b>
		<b>Issued:</b>	<b>Oct 2013</b>
		<b>Next Review:</b>	<b>Annually 2016</b>

### **Aims & Objectives**

To provide Administration direction on reimbursement amounts allowed for Elected Members and staff.

### **Policy Detail**

Payment of travel expenses shall be processed via the accounts payable system.

The Chief Executive Officer may, under special circumstances, authorise the advance of cash for employees or elected members, who require funds for travelling and meals as per the scheduled of allowances listed in Table 1 below. The authorised allowance is to be advanced via Petty Cash and recorded appropriately.

All authorised advances will be reconciled by approved receipts, dockets or vouchers signed by the staff member or elected member receiving the advance and countersigned by an Administration staff member receiving the documentation for processing.

The Mayor, Councillors and employees who travel for Council related purposes, will be reimbursed the amounts as shown at Table 1, subject to consideration of the following:

- a) an amount of \$50 per day accommodation allowance will be made whilst staying in private residences away from home on Council related purposes; and in addition reimbursement for meal expenses shall be made at the food and drink rates at Table 1 on production of documentary evidence.
- b) Council prepaying or issuing purchase orders for accommodation;
- c) documentary evidence of expenditure being provided to the finance section on completion of the travel;
- d) meals being provided as part of a work related seminar, training course, etc.

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**Table 1**

Place	Accommodation	Food & Drink			Incidentals
Adelaide	\$157	\$102.55			\$18.70
		B/fast	Lunch	Dinner	
		25.35	\$28.55	\$48.65	
Brisbane	\$201	\$102.55			\$18.70
		B/fast	Lunch	Tea	
		25.35	\$28.55	\$48.65	
Canberra	\$168	\$102.55			\$18.70
		B/fast	Lunch	Tea	
		25.35	\$28.55	\$48.65	
Darwin	\$216	\$102.55			\$18.70
		B/fast	Lunch	Tea	
		25.35	\$28.55	\$48.65	
Hobart	\$132	\$102.55			\$18.70
		B/fast	Lunch	Tea	
		25.35	\$28.55	\$48.65	
Melbourne	\$173	\$102.55			\$18.70
		B/fast	Lunch	Tea	
		25.35	\$28.55	\$48.65	
Perth	\$233	\$102.55			\$18.70
		B/fast	Lunch	Tea	
		25.35	\$28.55	\$48.65	
Sydney	\$185	\$102.55			\$18.70
		B/fast	Lunch	Tea	
		25.35	\$28.55	\$48.65	
Other than a Capital City	\$132	\$102.55			\$18.70
		B/fast	Lunch	Tea	
		25.35	\$28.55	\$48.65	

- Table 1 is as per 2014 – 15 ATO reasonable travel allowance amounts and will automatically be updated when the ATO rates are changed.

Private vehicle expenses reimbursement will be in accordance with the Australian Taxation Office amounts or a return airfare, whichever figure is the lesser amount.

Council will meet the costs of air, bus, tram or train fares incurred as a part of an Elected Member or Staff member undertaking council business. Taxi vouchers will be made available for expediency purposes.

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The Mayor, Councillors and employees will be required to reimburse to Council any travel allowance amounts paid in advance that documentary evidence of expenditure cannot be provided.

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**Strategic Link:**

**Delegation:**

Chief Executive Officer to authorise cash advances.

Chief Executive Officer to maintain Table 1 of reasonable travel allowance amounts in line with ATO changes & update the policy.

**Documentation:**

**Authority:** Adopted by Council: 10/10/2011 {Motion No 19c/102011}

Reviewed: July 2015  
Reviewed by Council: 10/11/2015 {Motion No 7c/112015}

SIGNED: .....

Responsible Officer

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_