



Travel & Accommodation Policy





TRAVEL & ACCOMMODATION POLICY

Policy Name:	Travel & Accommodation Policy
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Applicable Legislation:	

1. INTRODUCTION

This policy outlines the guiding principles the District Council of Franklin Harbour Elected Members and staff must consider when arranging and undertaking travel for official business that will require Elected Members and staff to stay overnight in a location other than their primary residence.

2. ORGANISATIONAL SCOPE

This policy applies to all District Council of Franklin Harbour Elected Members and staff.

3. POLICY STATEMENTS

The District Council of Franklin Harbour recognises that on occasion, Elected Members and staff will need to undertake travel for official business pertaining to the function of Council.

This policy:

- a) Sets out the process by which bona fide travel expenses incurred will be reimbursed or paid by Council;
- b) Ensures accountability and transparency in the payment or reimbursement of expenses incurred; and
- c) Ensures that the resources provided to assist Elected Members and staff to fulfil their obligations to Council for official business away from their primary residence are reasonable.

4. DEFINITIONS

Expenses	Expenses incurred by Elected Members and staff in the course of undertaking travel for official business
Official Business	Business conducted on behalf of, and approved by, the District Council of Franklin Harbour to either fulfil a legislative requirement, or to achieve a benefit for the organisation. This includes, but is not limited to, the attendance of Elected Members and staff at external meetings, conferences and for professional development.
Travel	All travel undertaken for official business
Traveller	A District Council of Franklin Harbour Elected Member or member of staff undertaking travel for official business.



TRAVEL & ACCOMMODATION POLICY

5. COST EFFECTIVENESS

When travelling for official business, a traveller must:

- a) Exercise the same care in incurring expenses as a person travelling for personal reasons;
- b) Ensure travel arrangements made represent best-value to Council and reflect financial management practices pursuant to section 8 of the *Local Government Act 1999*; and
- c) Advise the Chief Executive Officer (CEO) or Delegated Officer as soon as is practicable if additional and unauthorised expenses are to be, or are likely to be, incurred.

6. TRAVEL AUTHORISATION

- 1) Approval for Elected Member and Senior staff attendance at conferences, seminars and other meetings will generally be approved by the CEO or Delegated Officer. The Manager Corporate Services and the Works Manager are authorised to provide approval for administration and depot staff.
- 2) Council will pay event registration and meal expenses for a spouse/partner, when Elected Members or staff are attending events on behalf of Council, at which there is the reasonable expectation of the partner's attendance, subject to approval by the CEO. In all other instances, except those specified in clause 3 below, the Elected Member or staff member will be responsible for costs incurred for a partner's meals or attendance at an event.
- 3) Where Council is represented by a person requiring assistance for the reason of disability, the accompanying person shall be afforded the same privileges as the representative regarding travel, accommodation and reasonable expenses incurred.
- 4) Travellers should contact the CEO or Delegated Officer as soon as they are aware of the need for travel, in order for the administration team to facilitate bookings.

7. REGISTRATION FOR CONVENTIONS, CONFERENCES AND MEETINGS

Council shall pay all event registration fees, including the costs related to official lunches and dinners and associated tours, where they are relevant to the official business.

8. AIR TRANSPORTATION

Class of Service

The least expensive class of service will be used for all Elected Members and staff unless alternative travel has been specifically approved by the CEO. Exceptions to the use of the least expensive service are allowed:

- 1) When such a service is not available at the required time, and flights at alternative times better meet the trip requirements.
- 2) If there is a possibility the trip may need to be rescheduled following the initial booking.

Rewards

Coupons, cash, prizes, or other forms of refund of costs incurred by Council remain the property of the Council. Elected Members and staff are not permitted to use flights paid for by council to accrue personal travel rewards including, but not limited to, airline loyalty program points.



TRAVEL & ACCOMMODATION POLICY

9. GROUND TRANSPORTATION

General Travel Arrangements

A Council vehicle should be used for travel wherever possible. Payment for a private motor vehicle will only be considered in instances where a Council vehicle is not available. Mileage will be reimbursed to all Elected Members and staff at the rate specified by the Australian Taxation Office. For the 2020-2021 financial year, the rate has been set at 72 cents per kilometre.

The most direct route is to be taken and the most practicable and economical mode of transport utilised, subject to any personal and/or medical considerations.

Council will pay the costs associated with parking and road tolls incurred during travel for official business. The driver is personally responsible for all traffic or parking fines incurred while using a vehicle on Council business. Claims for accident damage to private vehicles may not be met by Council, and are subject to approval by the CEO.

Transfers

For transfers between airport and hotel:

- 1) Taxis, coaches and other transfer transport expenses will be met by Council for approved travel, upon presentation of an official receipt.
- 2) Car rental may not be the most effective method of local transport, considering rental, petrol and parking charges, and time lost in acquiring and returning the car. In the event a rental vehicle is required for official business, it should be pre-booked through the CEO or Delegated Officer, who will obtain the best rate. The most appropriate vehicle for the travel is to be selected, taking into account the nature of travel and associated costs.

10. ACCOMMODATION

Accommodation should be arranged through the CEO or Manager Corporate Services, who will utilise government discounts. Where the traveller does not have a corporate credit card, an arrangement will be made with the accommodation provider to charge room and meal expenses back to Council.

Council will meet reasonable costs of accommodation. Council will pay for an appropriate standard of accommodation and acknowledges the economic and practical benefits of being accommodated at, or close to, the venue official business will occur.

Council will meet reasonable costs of breakfast, lunch and dinner where these meals are not provided as part of the event. Receipts of purchases will need to be presented for reimbursement in accordance with the rates specified in Appendix 1.

Costs incurred by Elected Members or staff for minibar usage or beverages at licenced premises will not be paid or reimbursed by Council.

Where a traveller utilises private accommodation, Council provide an allowance for meals and incidental costs in accordance with the rates specified in Appendix 1.



TRAVEL & ACCOMMODATION POLICY

11. INCIDENTAL COSTS

Reasonable out of pocket expenses will be reimbursed by Council upon presentation of official receipts. No reimbursement will be made without receipts.

Council will not meet the cost of:

- Laundry or dry-cleaning services;
- Any tips provided by the traveller' and
- Minibar usage, takeaway alcohol or beverages at licenced premises.

12. AUTHORISATION OF TRAVEL CLAIMS

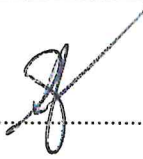
Expenses claimed by a traveller but not supported with official receipts will not be reimbursed by Council – supporting documentation should be dated to allow the authorising officer to determine if the expense item relates to the authorised period of travel. Official receipts must also contain details of the nature of the transaction to allow the authorising officer to determine if the item is valid.

The CEO or Delegated Officer will authorise travel claims for Elected Member and Senior Management, with claims made by all other staff members to be authorised by the relevant manager. No member of the Senior Management Team is permitted to authorise their own travel claims.

Claims for expenses incurred on official business for individuals other than the traveller will only be considered for possible authorisation if the name, position, organisation and nature of the costs and how it relates to Council business are detailed with the presented official receipt. The authorisation for reimbursement of Elected Member or staff travel claims for other individuals is at the absolute discretion of the CEO or Delegated Officer.

13. REVIEW OF THE POLICY

This Travel and Accommodation Policy will be reviewed by the District Council of Franklin Harbour within 12 months of a general election, or when necessitated by changes to ATO determinations on travel entitlements.

SIGNED: 
Chief Executive Officer

Date: 8 / 1 / 24



TRAVEL & ACCOMMODATION POLICY

APPENDIX 1

The table below shows the maximum amounts Council will reimburse Elected Members and staff travelling for official business, subject to:

- Incurred expenses being in line with the Council's Travel and Accommodation Policy;
- Official receipts being provided with all claims; and
- Incurred expenses having not been prepaid by Council.

Item	Maximum Reimbursement by Council
Accommodation	\$208.00
Meals (per day)	\$80.00
Incidentals (travel)	\$20.00
Parking	\$25.00

Notes

1. If a traveller decides to stay at a higher-priced establishment, they are responsible for any additional accommodation costs incurred
2. Council acknowledges that there will be peak times when accommodation providers have high bookings and increase their prices. In this instance, and if alternative accommodation is not available, Council will authorise reimbursement of the additional cost.