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4. ADMINISTRATION POLICIES FINANCE Travelling / Accommodation Allowances

Background and Issues

This policy is designed to ensure a fair and reasonable allocation is made toward travelling and accommodation expenses of Councillors and staff on approved or agreed organisation business.

An incentive payment can be made to staff who make alternate arrangements for accommodation and meals (but excluding out of pocket expenses such as parking etc.) as a means to keep expenses to a minimum.

Objectives

- To provide that no Councillor or employee will be financially impacted when participating in organisation sanctioned business outside of the district;
- To ensure accommodation can be provided reasonably close to the venue that a Councillor or employee would be undertaking organisation sanctioned business;
- To monitor and respond to rising costs in this area; and
- To provide a cash incentive to staff for alternate accommodation and meal arrangements in order to keep organisational costs down.

Area of Application

Councillors and employees of the Shire of Manjimup.

Policy Measures

1. In accordance with the Shire of Manjimup Enterprise Agreement or relevant Awards, where an officer who travels on approved or agreed organisation business, and is required to stay overnight at a place other than his or her normal residence, they shall be reimbursed all reasonable out-of-pocket, meal and accommodation and taxi expenses.

For the purpose of this policy, the following shall apply:

Accommodation to a maximum of \$250.00 (room only) per night excluding GST

Meals:	full day	\$90.00
	evening prior	\$50.00 (if applicable)
	morning following	\$25.00 (if applicable)

Out-of-Pocket: car parking and / or public transport

Note: All meal amounts including GST

Costs will only be reimbursed on production of receipts; all other costs must be included on an official Council purchase order when booking is made in advance.

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The above expenses can only be expended or reimbursed if funds are available within the appropriate budget.

Alcohol in any form will not be reimbursed or paid for by the Shire, it is the staff member's responsibility to pay for any alcohol consumed during an authorised stay at the point of check out. If an account is received by the Shire which includes beverages the staff member concerned will be requested to clarify whether the consumption is of an alcoholic or non-alcoholic nature, if the beverage is alcoholic reimbursement for the paid beverage will be sought.

2. Unless with the approval of the Chief Executive Officer, if the total exceeds the maximum payments as listed, the individual will not be reimbursed for the over expenditure. If the bill is directly paid by the Shire, the individual will reimburse the Shire to cover the over expenditure.
3. As an incentive to officers in order to decrease the total expense to the Shire of seminar or conference travel and accommodation expenses, the Shire will offer \$150.00 per day (including accommodation and meal costs but excluding out-of-pocket expenses) to any staff member who organises alternative accommodation in lieu of claiming hotel accommodation and the meal allowances. Evidence to be provided to substantiate claim as follows:
 - (a) Purpose of claim
 - (b) Date of Accommodation
 - (c) Town / Place

Note The Local Government Act (1995) precludes Councillors from receiving a daily rate – all reimbursements must be for actual expenditure.

4. In all cases of approved authority business, Councillors and staff must attempt to arrange the use of a Council vehicle. The appropriate Manager is to be approached for a vehicle in the first instance. If a Council vehicle is not available, a reimbursement will be made based on the mileage rate as set out in the Local Government Officers' (WA) Award.

A claim in writing or on the appropriate form must be submitted for the reimbursement to be made. All reimbursements for travelling will be made via the payroll system for staff, and via travelling reimbursements for Councillors.

An employee may request to use their own personal vehicle while on Council business due to private use, eg staying on in a location after course for a weekend, family member accompanying them etc, then the

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Manager may negotiate an equitable reimbursement, up to the estimated one way fuel costs for the Shire business portion of the journey.

5. Travel in respect of conferences, seminars, meeting etc, out of normal hours is covered by the relevant conditions contained within the enterprise Agreements
6. If the accommodation referred to in Clause 1 above is associated with a conference or seminar, and accommodation is available on site at the conference venue, the Chief Executive Officer is authorised to increase the maximum cost to \$300 per night.

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The Administration of this Policy is by the Business directorate.