

POLICY TITLE: STAFF BUSINESS RELATED TRAVEL

Policy No. 328

POLICY PURPOSE

To ensure a control mechanism exists that regulates matters pertaining to staff, business related travel and associated costs.

POLICY STATEMENT

That no staff business related travel and/or associated expenses will be incurred or paid for by the Council, without the prior written approval of the **CEO**, or an Officer delegated the authority to grant such approval.

Refer to attached document "Staff - Business Related Travel Procedures" that supports this policy.

GE 2283
HRM POLICY - 6
HUMAN RESOURCES MANUAL

STAFF – BUSINESS RELATED TRAVEL
(COUNCIL POLICY 323)

Preamble

Alice Springs Town Council recognises and supports staff who incur reasonable expenses when they are required to undertake official business including approved training and developmental programs, seminars and conferences.

Policy Purpose

To ensure control mechanisms exist that regulate matters pertaining to staff, business related travel and associated costs.

Policy Statement

That no staff business related travel and/or associated expenses will be incurred or paid for by the Council, without prior written approval of the CEO, or an officer delegated the authority to grant such approval.

1. Procedures

1.1 Where employees of Alice Springs Town Council are required to travel for official purposes, employees will seek out the most appropriate and economical mode of transport to the venue. This may include the use of council transport, public transport, air, coach or rail transport, or the employee's own transport. Where air travel is the most economical consideration, all travel shall be economy class. This must be then approved by the Director and CEO.

1.2 All transport and accommodation must be pre-booked through the Purchasing Officer. The **Daily Rates Guide** included in this document should be used as a benchmark when booking accommodation.

1.3 Employees must submit a Training/Course/Conference/Seminar Request Form for attendance at an official function and a Business Related Travel Requisition Form for travel other than their own transport, which includes air, rail, coach, cab vouchers, hire cars etc. The forms must be approved by their Director and the CEO.

1.4 Where an employee, with the approval of their Director and CEO, uses their own vehicle to travel to a venue, staff will be paid the motor vehicle allowance as set out in the Alice Springs Town Council Workplace Partnership Agreement.

1.5 It is not encouraged that employees use their vehicle for business related purposes outside of the Alice Springs Municipality when car travel is the most appropriate. Wherever practical, employees will ensure that Council owned vehicles are used for all business related car travel outside of the Municipality of Alice Springs.

1.6 Employees will receive prepayment for meal expenses on providing Council with a list of expenses based on the **Daily Rates Guide** included in this document.

1.7 Where accommodation and meals are provided as part of attending a seminar, conference or official function, no reimbursements are claimable. Where the employee incurs meal expenses or other out-of-pocket expenses, not covered by pre-payment, Council will, on the production of valid receipts, meet all reasonable expenses as per **Daily Rates Guide** included in this document.

1.8 Directors, (or managers and employees who have gained prior authority) will be able to claim 'Other Expenses' as per **Daily Rates Guide**. This amount is not pre-paid and will only be considered for reimbursement by the CEO on the production of receipts or covered by a statutory declaration to explain as to why receipts cannot be produced.

1.9 Travel interstate requires completion of Workshop/Seminar/Meeting Feedback Form.

Daily Rates Guide – For Managers and Employee level.

Based on rates as determined by the ATO.

This attachment will be modified to reflect changes in ATO rates.

Item	Details	Daily Rate
Meals	Breakfast	\$17.50
	Lunch	\$20.05
	Dinner	\$34.55
Accommodation	Standard	3 – 4 Stars
Motor Vehicle Allowance	As per the Agreement	\$0.75 per km

Daily Rates Guide – For Directors.

Item	Details	Daily Rate
Meals	Breakfast	\$21.30
	Lunch	\$30.15
	Dinner	\$42.25
Other Expenses (subject to reasonable ceiling level)	Other out-of-pocket-expenses	\$100 per trip
Accommodation	Standard	3 ½ - 4 ½ Stars

Responsible Department: Human Resources
Associated Form/s: Training, Conference, Seminar Request Form
 Staff Travel Requisition Form
Review Date: November 2009

CEO Approval _____

Date 6.11.07

REX MOONEY
CHIEF EXECUTIVE OFFICER
ALICE SPRINGS TOWN COUNCIL