

POLICY TITLE:

BUSINESS RELATED TRAVEL POLICY

Policy No. BRT001

POLICY PURPOSE

To define conditions, rules and procedures that apply to elected members and employees who undertake business related travel on behalf of the Alice Springs Town Council where the Alice Springs Town Council contributes to the expenses associated with travel, meals, accommodation and other incidental costs.

POLICY STATEMENT

All travel made by elected members or employees of the Alice Springs Town Council for official Council business must be approved in advance by using the Travel Requisition Form created for this purpose.

An elected member or employee who is required to be absent overnight from their usual place of work on business related travel will be paid a travel allowance or travel expense funding for incidentals and meal expenses (as outlined in the associated Travel Procedural Statement and Directives) related to the period of the business related travel.

Elected members or employees who undertake business related travel not requiring an overnight absence are not entitled to claim a travel allowance or travel expense funding.

While undertaking business related travel, no elected member or employee will be out of pocket for reasonable expenses.

Refer to the attached document “Business Related Travel Procedural Statement and Directives” that supports this Policy.