

POLICY NO AND TITLE	1.2.1	Conditions of employment policy
PROCEDURE	1.2.1(h)	Travel expenses
VERSION AND DATE ADOPTED	1	
RESPONSIBLE OFFICER		Manager Human Resources

Introduction

The attendance of staff at external courses, conferences, seminars or workshops can be a means of improving job related knowledge and skills.

Approval may be given to attendance where a course or related activity meets a specified, defined need and value for money is likely to be obtained.

Guidelines/ Procedures

Staff attendance at external courses, conferences, seminars or workshops will be considered subject to the availability of funds and the following conditions:-

- a) Staff must be able to demonstrate that attendance at conferences/ seminars will be of particular benefit to Council.
- b) Attendance at conferences/ seminars must be authorised by the relevant Director
- c) Agreed outcomes of attendance are to be identified prior to authorisation being given e.g. staff attending conferences/ seminars to present information sessions or learning outcomes to other relevant staff/ management
- d) Attendance at training courses/ seminars which are to be held **interstate** or **overseas** must be reported to Council approved in accordance with the procedures outlined in Section 2.15.

As far as possible, conferences and seminars should be included in individual training plans that are developed each year.

Travel Expenses

Staff attending conferences, seminars and workshops will be paid reasonable expenses for accommodation, meals and incidentals. It is the responsibility of all staff to ensure that the expenses claimed can be justified as being reasonable.

The Manager may also authorise the payment of a cash advance prior to travel. It is the responsibility of the staff member to ensure that the advance is acquitted within seven (7) days of returning to headquarters. The Creditors' Clerk will maintain records of all advances made and a quarterly report will indicate any advances that remain unacquitted. A statement detailing reasonable expenses including accommodation, cab fares, meals, tolls, and sustenance, is signed by the officer stating that the expenses have been incurred as a result of the authorised travel. Receipts are to be provided for all expenses claimed. If a receipt is not provided, a satisfactory explanation is to be given to the relevant Manager before authorizing.

The following meal limits (including beverages) should be used as a guide:

- Breakfast \$15.00
- Lunch \$15.00
- Dinner \$ 35.00

These amounts will be reviewed every two years.

In respect to those staff who stay at a private residence, the Council recognises that there is a saving to Council when compared to the cost of staying in a motel or similar accommodation style. Council will pay up to \$50.00 to cover a token gift to the person providing the accommodation/meals. Other meals will be reimbursed in accordance with the above guide.

Receipts are required for the purchase of the token gift, prior approval is required and the type of token gift is at the discretion of the Manager of the person submitting the claim.

Method of Travel

Travel should be by the most economical and practical means, taking into account the period of time involved, the utilisation of the staff member's time and the cost of the transport in comparison to additional accommodation expenses.

In the event of travelling by motor vehicle, the following applies -

- All staff to use training vehicle or another Council vehicle. If a Council vehicle is not available – a hire car is to be used. Arrangements to be made by Depot / fleet staff.
- If extra days are used with a hire vehicle – staff member to pay for personal use days.

If the training vehicle or another Council vehicle is NOT available, and staff choose to take own vehicle for private reasons - staff are eligible for reimbursement of the equivalent daily cost of hire car plus fuel expenses (the equivalent cost of 12 Litres fuel per 100 km's and part thereof travelled, as per pump rate at Mobil Service station , Bega) for the days required for official business. The amount of kms to be paid will be determined by using www.whereis.com.au for the shortest distance.

If the training vehicle or another Council vehicle IS available AND staff choose to take own vehicle for private reasons - staff are eligible for reimbursement of petrol costs only – at the following rate : the equivalent cost of 12 Litres fuel per 100 km's (and part thereof travelled) as per pump rate at Mobil Service station , Bega.

In all cases when staff use their own vehicle, all risks and claims are the responsibility of the owner.

Training Courses/ Seminars Outside Normal Hours

Where Council and the employee have agreed that there is a work requirement or a mutual benefit to be gained from the employee attending a particular training course and the course, or part thereof, necessitates the employee training outside the normal work hours, the equivalent time in lieu will be granted to the employee.

Travelling to / from Training Courses Outside Normal Hours

Council shall provide appropriate transport or pay reasonable travelling expenses for staff undergoing training which has been assessed as a work requirement or to be of mutual benefit to Council and the employee.

Where staff are required to travel outside normal working hours to attend such training, overtime payments do **not** apply but time in lieu claims will be considered. These claims will be considered on an individual basis by each Manager. Time in lieu should apply when:-

An employee is required to travel on a Saturday, Sunday or public holiday to be at a meeting or training venue on a Monday or Friday

An employee is required to attend training or meetings and the total hours (including reasonable travel time) exceed 10 hours for the day time in lieu shall apply to the hours exceeding 10 hours

(Reasonable travel time shall be calculated by using www.whereis.com.au for the shortest distance and adding 20 min rest break each 4 hours

An employee travels to Sydney (or other city/region) and returns the same day and the total time from leaving to returning home exceeds 10 hours, time in lieu shall apply to the hours exceeding 10 hours

Unforeseen delays beyond the above will be considered at the discretion of the manager

In determining whether an overnight stay is appropriate, the manager and the employee shall complete a risk assessment prior to the proposed trip. The risk assessment should take into account factors such as:

- the duration of the training i.e number of hours and start/finish times
- the number of employees travelling
- the distance to travel to attend training
- the weather conditions
- the nature of the training