



INTRODUCTION

Palm Island Aboriginal Shire Council (Council) is committed to the open and transparent operations of all Council activities. To meet this commitment Council will place all policies on the PIASC website for ease of access for all the Palm Island Community

GOVERNANCE

Policy Identifier	F1.14
Responsible	CEO
Start date	1/7/2021
Review date	30/6/2023
Version number	1

REFERENCES

- *Local Government Act 2009*
- *Local Government Regulations 2012*
- *Queensland State Public Service Domestic Travelling and Relieving Expenses (Directive No. 9/11) adjusted from time to time, unless otherwise specified.*

PIASC POLICY

Travel

POLICY STATEMENT

To ensure that all travel from Councillors and employees claims for travel and that all reasonable expenses incurred by Councillors and employees whilst travelling on Council business are paid for by Council and are supported by appropriate documentation to be approved by the CEO.

POLICY PROVISIONS:

The allowances in this policy are based on the Queensland State Public Service Domestic Travelling and Relieving Expenses (Directive No. 9/11) and will be adjusted from time to time, unless otherwise specified.

Travel allowances are to be utilised by Councillors and employees for the purpose for which the allowance is intended.

The Chief Executive Officer or delegate may determine the method of payment of travelling expenses or allowances for all Councillors and employees. The determination may be made from the following options: -

1. Payment direct to the supplier by contractual arrangements or billing system.
2. Reimbursement to the Councillors or employee for actual, reasonable costs incurred by the Councillor or employee.
3. Payment of travelling and related allowances and related allowances as per fees and charges schedule.
4. A combination of any of the above options may be used.

Council will arrange direct payment of airfares and accommodation. Other expenses incurred in conducting Council business supported by original tax invoices up to an agreed limit as approved by the CEO will be paid as per the following guidelines.

GUIDELINES

1. Travel Approval

All travel requests for travel must be approved by the CEO.

Relevant documentation such as application forms, workshop/conference registration forms and brochures, and approved training requests must be attached, and must include itinerary and venues etc.

Travel Request Form – must be completed and when approved a *Travel Allowance Authorisation* – form must be completed.

Travel approval/arrangements for all travel, including

Townsville, must be approved by the Chief Executive Officer.

In the case of travel by the Mayor the travel request form must be signed by the CEO.

In the case of the CEO's travel, the request form must be signed by the Mayor.

Managers and Supervisors must check to ensure that there is funding for travel and the travel must be relevant to the employee's work. Where possible, a month's notice should be given.

The least time away from work must always be considered.

All employees must ensure that their travel has been approved by the CEO before making any arrangements.

2. Bookings

All airfares are to be booked through the CEO's office ONLY.

All accommodation will be booked through the administration office unless identified from other sources. Accommodation will be at a suitable location, i.e. within walking distance or at the venue if possible. Where possible, Council will book accommodation that provides all meals, in this instance only a \$17.30 incidental payment will be made as per point 6 below.

3. Travel Allowance Limits

3.1.1 Meal allowances will be as follows:

3.1.1.1 Breakfast \$23.65

3.1.1.2 Lunch \$26.55

3.1.1.3 Dinner \$45.60

3.1.1.4 Incidentals \$17.30

3.1.2 Employees must advise if any meals are included as part of a workshop/conference attendance to ensure the appropriate adjustment to the meal component of travel allowance will be made. If an employee returns earlier or later from official travel then the Administration office must be advised to ensure any adjustments are made to travel allowances.

3.1.3 In the case where employees claim overtime for travel outside of normal working hours to return to their principal place of work, the specified meal allowance under the award is to apply not the allowance set in 3.1

3.1.4 When an employee travels from either Townsville or Palm Island and returns within the normal span of hours for one day there will be no travel allowance payable.

3.2 Taxi Fares

Taxi fares incurred by the employee, will only be refunded to the employee on submission of supporting original receipts.

3.3 Car Hire

Car hire will only be allowed in exceptional circumstances and can ONLY be approved by the CEO.

3.4 Incidentals / Allowances

An allowance of \$17.30 per day for travel may be paid for incidentals. Incidentals are recognised costs incurred that may not be able to be supported by tax invoices such as, snacks, tea and coffee.

3.5 Administration

Reimbursement of expenses must be submitted to the CEO for approval using the EFT Request/Cheque Requisition Form.

3.6 Townsville Office Staff Travel

Employees from the Townsville office travelling to Palm Island for more than one working day may be offered accommodation at the Palm Island Motel or vacant staff housing. In these cases, full meal and incidental allowances may apply.

3.7 Councillor's Travel

Councillor's approved Travel Allowance will be placed in their nominated bank accounts two clear working days before travel. To remove any doubt if the Mayor and Councillors travel does not occur then the Mayor and Councillor will be required to repay the travel allowance. If the travel is shortened in any way the Mayor and Councillors are required to refund the unused travel allowance.

3.8 Employee's Requirement to Reimburse unused Travel Allowance

To remove any doubt if the Employee's travel does not occur then if the employee has received any travelling allowances they will be required to repay the travel allowance. If the travel is shortened in any way the employee is required to pay back the unused travel allowance.

3.9 Recruitment

Travel associated with the recruitment of new employees must be accompanied by a Travel Request Form authorised by the CEO.

3.10 Annual Leave, Isolation Leave and Remote Air Fare Allowanc

Travel related to approved Annual Leave, is booked via the current Leave Application Form approved by the CEO.

3.11 Only the CEO can approve any travel.

Delegations in respect to policies are set out in the Council's delegations register.

DEFINTIONS

Council: means Palm Island Aboriginal Shire Council

CEO: means Chief Executive Officer

Employee – includes employees, contractors, volunteers and all others who perform work on behalf of Council.