



KOKATHA ABORIGINAL CORPORATION RNTBC (ICN 8093)

This procedure outlines the Kokatha Aboriginal Corporation RNTBC (**KAC**) requirements for authorised travel and associated expenses, properly and reasonably incurred by:

- staff members required to work at a location other than their usual location; and
- Board members, members or Trustees travelling to official KAC meetings.

1. Travel Request Form

- Travel requests must be made via the **Travel Request Form** for approval by the CEO. The Travel Request Form must be submitted at least two weeks' prior to travel or as soon as reasonably practicable.
- All travel and accommodation must be organized in the most cost-effective manner for KAC.

2. Accommodation

The need to obtain overnight accommodation shall be determined by the CEO having regard to the safety of the staff or board member. For example, where staff members are required to attend conferences or seminars which involve evening sessions or distant locations or staff and board members are required to make an early start at work in a location away from their normal workplace, overnight accommodation shall be appropriately granted by the CEO.

Where available, the overnight accommodation to be occupied by staff or board members who travel on business shall be the middle of the range standard.

Accommodation will be booked and paid directly by KAC on behalf of the travelling employee or Board member. At least two preferred accommodation and quotes should be attached to the Travel Request Form.

3. Travel Allowance

A travel allowance will be paid to staff or board members to meet the costs of meals and incidental expenses for each day of travel. The daily travel allowance rate is \$103.55/day for each full day of travel. Travel allowance is only payable for overnight travel. No allowance is payable for travel limited to one day. This is broken down as follows:

- Breakfast = \$25.20
- Lunch = \$28.75
- Dinner = \$49.60



If travel allowance has been advanced and subsequently that travel does not proceed as planned the staff/board member is responsible for refunding the unexpended travel allowance to KAC.

4. Motor vehicle

Employees and board members should not use their personal vehicles for KAC travel purposes. Where travel by motor vehicle is required KAC will provide a pool vehicle for this travel. If a pool vehicle is not available, the next option is a hire car. This will be booked and paid directly by KAC. The employee or board member must ensure all identification and licensing requirements are met upon collecting of the vehicle.

In exceptional circumstances, where neither pool car or hire car are available, the CEO may consider approving use of a private vehicle for business use. In this case the kilometer allowance paid will be \$0.50 per kilometre.

5. Receipt Based System

If accommodation, hire car and travel allowance are booked and prepaid by KAC prior to travel then no other claim may be made for these expenses. Any other relevant expenses will be reimbursed to the staff member on the production of receipts. These expenses may include tolls, public transport fares and/or parking.

6. Travelling time

Staff members are responsible for accurately recording on their time sheet the actual travel time from the departure point to their destination and return. This fulfils KAC's requirements for worker's compensation insurance.

Travelling time shall exclude the following:

- Time normally taken for the periodic journey from home to KAC office and return;
- Any periods of travel within usual business working hours;
- Travel not undertaken by the most practical available route and by the most practical and economic means of transport.

7. General

All KAC policies apply to staff on official business/travelling for work. These include the KAC Code of Conduct, Workplace Health & Safety (WH&S) polices and EEO Bullying & Harassment Policy.

When attending conferences, training and work-related events staff should wear the appropriate KAC uniform unless otherwise specified.



8. Forms

Travel Request Form