



TATIARA DISTRICT COUNCIL

TRAVEL & ACCOMMODATION POLICY

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GENERAL POLICY

The Tatiara District Council recognises that certain staff and Council members need to undertake travel to Adelaide, intrastate and on occasions interstate in the course of their Council business. The purpose of this policy is to:

- Set out the ways in which bona fide travel and accommodation expenses incurred by Elected Members and officers in the performance of official duties will be reimbursed or paid by Council.
- Ensure that there is accountability and transparency in the reimbursement of expenses incurred or to be incurred by councillors.
- Ensure that the facilities provided to assist councillors to carry out their civic duties are reasonable.

A traveller's ability to claim for travel expenses is a privilege not a right & is for **reasonable** expenses related to Tatiara District Council (TDC) business **only**. A traveller will be entitled to reasonable privileges that they would be used to at home (eg newspapers, meals)

Costs associated with private accompanying persons will not be met by the TDC except for a person accompanying a disabled person.

Costs associated with consumption of alcohol will not be met by TDC

COST EFFECTIVENESS

Travellers on Council business must:

1. Exercise the same care in incurring expenses as a person travelling for personal reasons; and
2. Make their business travel arrangements to ensure best value to Council.
3. Contact the Executive Assistant as soon as possible after they know they need accommodation as rates get more expensive as the date gets nearer.

TRAVEL AUTHORISATION

1. Approval for attendance at conferences, seminars and other meetings by Councillors should generally be approved by Council resolution. However, if not practical, approval may be given by the Mayor and the CEO. Should attendance be proposed by the Mayor approval may be given by the Deputy Mayor and/or another Councillor with the CEO's attendance to be approved by the Mayor. Employee attendance is to be authorized by the CEO.
2. Council may, by resolution, agree to pay expenses for a spouse/partner or accompanying person where a function is of a formal or ceremonial nature and it is considered that they be reasonably expected to attend. Alternatively, approval may be given by the Mayor and CEO. Should attendance be proposed by the Mayor's or CEO's partner, approval may be given by the Deputy Mayor and/or another Councillor.
3. Where Council is represented by a person requiring assistance for the reason of disability, the accompanying person shall be given the same privileges as the representative regarding travel, accommodation and reasonable expenses incurred.
4. To facilitate booking arrangements the traveller must contact the Executive Assistant for arrangements to be made as soon as possible.

BOOKINGS FOR CONVENTIONS, CONFERENCES AND MEETINGS

Council shall pay all conference registration fees, including the costs related to official lunches and dinners and associated tours where they are relevant to the business and interest of Council. Prepayment of registration fees can be arranged through the Executive Assistant. Flights and accommodation must be booked through the Executive Assistant who will ensure that the best discounts are obtained.

REIMBURSEMENT OF INCIDENTAL COSTS

Reasonable out of pocket expenses will be reimbursed by Council on presentation of receipts. See Appendix 1. No reimbursement will be made without receipts. Council will not meet the cost of:

- Laundry or dry cleaning services,
- Any tips provided by the Councillors

- Any expenses relating to consumption of alcohol.

REPORT REQUIRED

Following any conference or seminar a written report must be provided by at least one of the persons attending and cover all aspects that are relevant to Council business and/or the local community.

AIR TRANSPORTATION

Class of Service

The least expensive class of service will be used for all employees or Council members unless specially approved by the Chief Executive or by Council for Council members. Exceptions to the use of the least expensive service are allowed:

1. When such service is not available at the required time and flights at other times cannot meet the trip requirements;
2. If there is a possibility the trip may need to be rescheduled to another date.

Awards

Coupons, cash, prizes, denied boarding compensation or other forms of refund of company expenses are and remain the property of the Council.

Itinerary Changes

When itinerary changes are absolutely necessary en route and the Executive Assistant or substitute is unavailable:

1. Process the change via the nearest facility providing the required travel services;
2. Provide to the relevant Manager and Executive Assistant a report with any unused or partially used tickets, which should be treated the same as cash.

GROUND TRANSPORTATION

General Travel Arrangements

A Council motor vehicle should be used for travel wherever possible. Payment for private motor vehicle will only be considered where a Council vehicle is not available.

The most direct route is to be taken and the most practicable and economical mode of transport utilised, subject to any personal and/or medical considerations.

Where a motor vehicle is utilised Council will pay the costs associated with parking and road tolls (it is noted that the latter may not render receipts). The driver is personally responsible for all traffic or parking fines incurred whilst utilising a motor vehicle on Council business. Claims for accident damage to private vehicles will not be met by Council.

Transfers

For transfers between airport and hotel:

1. Where possible and depending on time constraints, the airport/hotel bus should be used;
2. Taxis, coaches and other transfer transport expenses will be met by the Council for approved travel, upon presentation of an official receipt.
3. Car rental may not be the most effective method of local transport, considering rental, petrol and parking charges, time loss in acquiring and returning the car, difficulty of driving in a strange city etc. Rental cars should be pre-booked through the Executive Assistant who will obtain the best rates. The most appropriate car is to be arranged bearing in mind cost and travel requirements.

ACCOMMODATION & FOOD

Accommodation should be arranged through the Executive Assistant who will utilise government

discounts. Where the traveller does not have a company credit card, an arrangement will be made with the accommodation venue to charge expenses back to Council.

Council will meet reasonable cost of accommodation. Council will pay for an appropriate standard of accommodation and acknowledges the economic and practical benefits of being accommodated at the conference/seminar venue.

Council will meet reasonable costs of main meals where any of these meals are not provided as part of the conference. Receipts of purchases will need to be presented for reimbursement. See Appendix 1

Costs for mini bar use will **not** be paid for by Council.

Where an Elected Member or Employee utilises private accommodation, the Council will provide an allowance for documented accommodation, meal and other incidental costs in accordance with Schedule 1.

AUTHORISATION OF CLAIMS

Travel claims will be authorised as follows - the CEO will authorise travel expense claims made by the Mayor, Councillors and Managers, with claims made by all other staff members being authorised by the relevant Manager. The Manager Corporate & Community Services will authorise the CEO's travel claims.

Travel expenses claimed by a traveller but not supported with dockets/receipts and/or Tax Invoices will not be paid for by the TDC - supporting documentation should be dated to allow the authorising officer to determine if the expense item related to the authorised period of travel - dockets should also contain details of the nature of the transaction to allow the authorising officer to determine if the item is valid or not.

Registration fees for a conference can entitle the traveller to free meals at the conference venue. Claims for meals at other venues when these "free" conference meals are available will not be paid for by the TDC.

Claims for items incurred before **5** pm on the day of outward travel (being the day before the conference formally commences) and after **11** am on the day of return travel (being the day after the conference ends) will not be met by the TDC. The only exception to this requirement is if travelling earlier or later results in air fare savings that exceed the extra accommodation/meal/telephone/entertainment costs.

Claims for meals/drinks/entertainment for "other people" will only be considered for **possible** authorisation if the name/position/organisation of the "other people" are detailed - if no details are provided, TDC will not pay the claim.

Payment in Advance - Provision of a payment in advance may be requested by a councillor however such advance must be fully accounted for upon return and any unspent portion returned to Council.

REVIEW OF POLICY

The policy will need to be reviewed on a regular basis as the ATO publishes new rulings

RECORD OF AMENDMENTS

DATE	REVISION NO	REASON FOR AMENDMENT
12 th August 2008	Rev: 00	Policy adopted by Council
11 th August 2009	Rev: 01	Updated figures in line with latest taxation ruling
14 th August 2010	Rev:02	Updated figures in line with latest taxation ruling
9 th August 2011	Rev:03	Updated figures in line with latest taxation ruling Appendix 1 – Rates for Councillors, CEO, Senior Managers and Other Employees – rates are now the same for all (Res. 146 Council Meeting 9/8/11)
8 th August 2012	Rev: 04	Updated figures in line with latest taxation ruling
10 th September 2013	Rev: 05	Updated figures in line with latest taxation ruling. Confirmation alcohol costs are not covered.
11 th October 2016	Rev: 06	Updated figures in line with latest taxation ruling.

APPENDIX 1

Maximum Amounts to be paid for by Council, subject to:

- Expenses being in line with this policy
- Receipts and Tax invoices being provided

Item	Councillors, CEO, Senior Managers and Other Employees
Accommodation (Adelaide)	\$208.00
Breakfast	\$28.80
Lunch	\$40.75
Dinner	\$57.05
Incidentals	\$27.25

Note:

1. The above rates are based on Australian Taxation Office Determination TD 2016/13 (which sets out the claimable rates for 2016/17)
2. Accommodation in other Capital Cities and in regional centres may be above or below this figure. Payments/reimbursements will be made in accordance with Australian Taxation Office Determination TD 2016/13
3. If Councillors and/or staff decide to stay at a higher priced establishment then they are responsible for those extra costs.
4. There are peak times when major hotels have high bookings and hence they increase their prices. If this occurs and other accommodation is not available Council will pay/reimburse at the increased prices.
5. Private Accommodation

Payments will be made based on the following formula:-

- Accommodation - 50% of rates listed above
- Food and Drink - 100% of rates listed above
- Incidentals - 100% of rates listed above