

Travel, Accommodation & Expenses Policy

OBJECTIVE

This policy provides information and guidance regarding training and allowances, as well as approval of travel, accommodation, meals and other expenses when Dulverton Waste Management (DWM) Employees are required to travel for business purposes.

This policy applies to all Employees, and to all business related allowances, travel and accommodation including attendance at DWM Representatives, Board and Audit & Risk Committee (A&RC) meetings, conferences, training and seminars. It also details conditions and maximum entitlements payable.

LEGISLATION

- Financial Management and Audit Act 1990 (Tas)
- Local Government Industry Award 2010 (MA000112) (MFID [2476](#) or [online](#))

RELATED POLICIES AND DOCUMENTS

- ATO - Taxation Determination 2019/20 (reasonable travel and meal allowance expense amounts) (TD 2019/11 (MFID [37962](#)))
- BMS Procedure - Office, Board Meetings (MFID 1539116)
- DWM Directors' Expenses Policy (MFID [30541](#))
- DWM Drug and Alcohol Policy (MFID [35293](#))
- DWM Training & Development Policy (MFID [30544](#))
- DWM Workplace Health & Safety (WHS) Policy (MFID [665](#))

ACRONYMS

ATO	Australian Taxation Office
BMS	Business Management System
CCWMG	Cradle Coast Waste Management Group
CEO	Chief Executive Officer
EMS	Environmental Management System
M-FILES	DWM's Electronic Records Management System
MFID	M-Files unique document Identification Number

DEFINITIONS

Business related matters	Any travel undertaken for business purposes, including attendance at a meeting (including DWM meetings), conference or seminar and for which prior approval has been given.
Directors	Refers to DWM elected Board Members and Chair. For the purposes of this policy, Directors are to review this policy in conjunction with the 'Director's Expenses' Policy.
Overnight stay/s	Any travel undertaken for business purposes which requires an employee to be away from their home and the office for more than 24 hours. In most cases, this will require accommodation and travel bookings.
Employees	DWM Directors and staff. This includes anyone approved by the Board Chair or CEO to claim expense under this policy.

RESPONSIBILITIES

- The CEO is responsible for authorising attendance by DWM employees regarding conferences, seminars, further education and other associated meetings and events.
- The Board Chair is responsible for authorising attendance by the CEO and Directors regarding conferences, seminars, further education and other associated meetings and events.

POLICY STATEMENT

All incurred expenditure must be reasonable and the product or service must be procured by the most appropriate and cost-effective method and means. Any expenditure that is unsubstantiated or deemed unreasonable by the CEO or Board Chair may result DWM recouping costs from employees.

1. Documentation of Expenses Incurred

All expenditure pertaining to this policy must be evidenced by appropriate documentation and submitted for approval via the relevant authorisation workflow.

Tax Invoices are the preferred supporting documentary evidence in all instances and are a requirement for any expenditure exceeding \$82.50 including GST.

If not clear on the invoice, the related employee and purpose should be noted on the invoice prior to submission for processing.

DWM issued credit cards are the preferred means for employee expenditure regarding miscellaneous items associated with attendance at events (including travel and accommodation) i.e. meals, taxi/bus fares etc.

In addition to the above, employees are required to sign credit card invoices (receipts), and are encouraged to note an applicable 'GL' code prior to submitting to DWM for processing.

2. Third Party consorts i.e. Family/Spouse/Friend

Costs, both incidental and direct, associated with accompanying third party persons of a private nature (i.e. family/spouse/friends) will not be covered by DWM without prior approval by the CEO or Board Chair. This includes travel, accommodation and meals.

It is the responsibility of the individual employee to cover any unauthorised associated costs regarding third party persons. If not, DWM will seek recuperation of any associated third party costs from the employee.

Occasions where third party costs may be covered by DWM include end of year functions. However, approval for such costs is individually assessed each year and must meet this policy's statement to be reasonable.

3. Employee Arrangements vs Business Related Matters

Employees who have personal arrangements they wish to pursue at a specific destination which fall into alignment with business related travel and accommodation, may wish to seek permission to extend their bookings.

Upon approval by the CEO or Board Chair, DWM will work with the individual to customise specific travel and accommodation requirements and recoup any additional costs from the individual.

4. Travel

Travel arrangements will be made to minimise travel and incidental expenses to DWM, having regard to individual privacy, WHS, employment requirements, cost, accessibility, travel time, personal & administrative effort, and resource use.

Employees who travel away from their normal office may be eligible to claim time off in lieu of time spent in such travel over and above the standard 38 hours in a week. Time off in lieu is recorded on an hour for hour basis.

Employees undertaking travel to attend training courses, personal development or conferences, are not eligible to claim additional hours for travel. Therefore, wherever possible travel should commence and finish within their normal span of working hours.

Employees will need to be flexible and should seek approval from the CEO to determine if travelling the day prior or staying an additional night is required. WHS should also be a consideration in addition to employee personal commitments.

a. Air

Except for pre-approved WHS, maternity or disability needs, all air travel shall be based on the most cost-effective fare of 'economy' class from a commercial carrier. Any un-approved request to 'upgrade' in travel class will be at the cost of the individual employee.

Air travel is to be arranged as early as possible to increase the opportunity of obtaining the most economical price for fares i.e. the purchasing of 'red-e deal' seats etc.

The traveller is permitted to benefit from any Frequent Flyer or similar awards program at their own expense. However, if DWM is arranging travel on behalf of the individual, the traveller may use their Frequent Flyer/award program details at the time of booking.

In the case of international travel warranting special arrangements other than those listed above, such arrangements shall be as approved by the CEO or Board Chair.

b. Road

A DWM motor vehicle must be used for all state (Tasmanian) transportation regarding approved business related matters. Employees are permitted to utilise their corporate DWM issued credit cards to refuel DWM vehicles.

On occasion, where it may be feasible for the employee to leave directly from their home or an alternate location, permission can be sought from the CEO for the employee to take the DWM vehicle home.

Reimbursement for use of a private vehicle for state travel for business purposes will only be approved when a DWM motor vehicle is not available, or for pre-approved situations by the CEO or Board Chair.

Approved use of private vehicles for business purposes entitles a reimbursement in accordance with the Local Government Industry Award 2010 (MA000112).

When claiming reimbursement of travel in a private vehicle, individuals cannot claim for 'home to work' mileage. Claims must be from the individual's 'normal starting point'. Fuel reimbursement for private vehicles will not be granted.

Private vehicles used in accordance with this policy must be road-legal and must have appropriate insurance.

c. Public/Other Transport

Public means of transport are encouraged especially for transfers between airports and accommodation:

- Where possible, and, depending on time constraints, the airport/hotel bus (if available) should be utilised e.g. 'Skybus' at Melbourne Airport
- Taxis, coaches and other transfer methods (i.e. bus or train) may be used if more economical and convenient to the individuals' travel needs.

d. Hire Vehicle

Unless approved for special occasions and/or projects (i.e. site tours and CCWMG recycling audits), the use of a hire vehicle for general business matters is prohibited.

e. Parking

Where a motor vehicle is utilised for DWM business matters, DWM will cover parking and road toll fees.

f. Fines

DWM will not be accountable for any fines incurred by employees whilst undertaking DWM business in a DWM or private vehicle (i.e. parking and/or speeding fines). These will be at the expense of the individual employee.

5. Accommodation

Accommodation required in respect of business related matters is covered by DWM. Subject to relative cost, accommodation should be booked in as close proximity to the function, conference, course or meeting venue as possible. This minimises the use of external travel options. Employees are encouraged to use public transport or walk to the function, conference, course or meeting wherever possible.

a. Room Type

Except where accommodation is provided as a part of a package for a conference or seminar (and is thus pre-arranged by the host organisation), accommodation for any other business related travel shall be arranged by the employee or elect.

Accommodation should be in the general price range of 'good class' accommodation for the particular area or city. Accommodation must have modern amenities, be practical and relative to location with price and safety considered. 'Room types' must only be considered for price and not preferred choice/indulgences.

Modern amenities include:

- Air Conditioning
- Ensuite
- Wi-Fi/Broadband Internet Access
- Tea/Coffee Making

Preferred accommodation providers and price guides shall be applied as detailed in Appendix 1. Accommodation costs exceeding this guide will require approval by the CEO or Board Chair. Alternatively, a compromise may be reached for the individual to pay the difference.

b. Accommodation Extras

Employees who are required to be away from their normal work location for one night or more (overnight stays) are entitled to costs being covered by DWM or reimbursement for reasonable expenses incurred in their stay i.e. newspaper and wi-fi options.

DWM will not cover the following additional costs, and such expenses will be the individual's responsibility:

- Mini bar expenses
- In-house phone use
- Entertainment/Movies
- Gym
- Massage
- Other optional charges

6. Meals

Employees undertaking DWM business related matters are entitled to a daily maximum meal allowance as per the ATO Taxation Determination (reasonable travel and meal allowance expenses)' as listed in the Related Documents section.

For the purposes of this policy, this rate applies to all locations irrespective of 'place' and is to be applied according to length of travel/business to attend to.

However, meal expenses cannot be claimed when meals are already included in the event.

As per the Director's Expenses Policy, Directors may submit a claim for reimbursement.

REVIEW

This policy will be reviewed annually by the CEO for 'ATO Taxation Determination (reasonable travel and meal allowance expenses)' as listed in the Related Documents section.

This policy will be reviewed every four years unless directed otherwise by the Board, or earlier if a legislative change occurs.

REFERENCE			
APPROVED BY:	DWM Board of Directors	MINUTE NO:	MFID 1567679
APPROVAL DATE:	October 2019	REVIEW DATE:	October 2023