KING ISLAND COUNCIL

Policy

Travel Expenses

Responsible Officer: General Manager

Date Adopted: 30 July 2024

Review Date: 30 July 2028

1. Objectives

1.1 The policy is intended to apply to all travel expenses incurred in the performance of Council duties.

2. Background

2.1 This policy was originally developed and published as a Guideline within Council's approved Credit Card Policy (October 2018).

2.2 Council has now formalised those Guidelines as a separate Policy to ensure they are easily accessible and apply to all forms of purchases.

3. Scope

3.1 This policy applies to all Councillors and employees of King Island Council and other persons in the workplace.

3.2 This policy applies to all methods of purchase used in Council including personal reimbursements.

4. Policy

4.1 Travel expenses are expenses incurred in the course of authorised work-related travel. They include accommodation, transport, meals, and expenses incidental to travel.

4.2 Credit cards are ideally suited to cater for expenses incurred while travelling, although other payment methods used by Council are permissible as long as documented evidence is provided.

4.3 Travel expenses **must not** include:

- any expenses for unauthorised travel, especially flights and accommodation;
- entertainment, including alcoholic beverages;
- expenses for any other person who is not a council employee;
- membership subscriptions for airline clubs or loyalty programs; and
- alcoholic minibar purchases, in-room movies and other similar expenses of a private nature.

4.4 Travel expenses must be reasonable and an efficient use of public funds.
The Australian Taxation Office Tax Determination for the relevant period provides guidance on 'reasonable amounts' for overnight accommodation, meals and incidental expenses for taxation purposes. Travel expenses in excess of these amounts must be justified or the excess paid by the traveller as a personal expense.

4.5 Councillors and staff members must use the following guidelines when arranging work-related travel and incurring travel expenses:

(1) Ensure your travel is budgeted for and approved in advance.

(2) Have an officer experienced with applying the ATO reasonable amounts determine your travel budget or book and pay for your travel.

(3) Travel should be as economical and efficient as is reasonable. This means preferring cost effective modes of travel, such as economy class, where time and availability allow.

It does not necessarily preclude upgraded travel services where it can be justified if the excess cost is paid personally or, if they were the only available seats for necessary travel.

(4) If you are in doubt about any travel purchase, seek guidance or written approval from your supervisor.

POLICY VERSION AND REVISION INFORMATION

Policy Authorised by: General Manager

Policy Maintained by: Administration Manager

Policy Commencement: 21 May 2019

Policy Review: 30 July 2028

Version No	Date	Resolution No	Responsible Officer
1.0	30.7.2024	185/24/24	Administration Manager