



**Policy Title:** TRAVEL POLICY

**Policy Type:** ADMINISTRATIVE  
(Statutory, Financial, Administrative, Human Resources)

**Policy Number:** A007

Approved by Council	Last Review	Current Review	Next Review
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Implementation Department		Officer Position	
Corporate Services		Human Resources Manager	
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## **1. POLICY BACKGROUND/SCOPE:**

To ensure that all approvals for travel and claims for travel allowances are supported by appropriate documentation and that all reasonable expenses incurred by Councillors and employees whilst travelling on Council business are paid for by Council.

## **2. POLICY PROVISIONS:**

The allowances in this policy are based on the Queensland State Public Service Domestic Travelling and Relieving Expenses (Directive No. 01/23) and will be adjusted from time to time, unless otherwise specified.

Travel allowances are to be utilised by Councilors 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 Councilors 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 Councilor or employee for actual, reasonable costs incurred by the Councilor 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 normally arrange direct payment of airfares and accommodation. Other expenses incurred in conducting Council business supported by tax invoices up to a limit will be paid as per the following guidelines.

## **GUIDELINES**

### **1. Travel Approval**

All travel requests must be approved by both Supervisor and a Director.

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 – 019* must be completed and when approved a *Travel Allowance Authorisation – Form 019B* form must be completed.

Travel approval/arrangements for all travel, other than Weipa or Cairns, must be approved by the Chief Executive Officer. All other travel must be approved by a Director.

In the case of travel by a Director or 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

It would be expected that a department vehicle may be due for a service outside of the community be driven by designated driver. During the vehicle service period the driver completes other Council business upon the direction of his/her line manager or the Chief Executive Officer. This may include amongst other items: attendance at the Council's Cairns office, work experience, workshops etc.

Line managers must check for funding for travel and the travel must be relevant to the employee's work.

A month's notice should be given for travel. This includes completing and having appropriately authorised travel request forms. Only under exceptional circumstances can this rule not be followed. Failure to give appropriate notice may result in the travel being rejected.

The shortest amount of time away must always be considered.

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

## **2. Bookings**

All airfares are to be booked through the Cairns Support Office only.

Accommodation will be at a suitable location, i.e. within walking distance or at the venue if possible.

Value for money should also be considered when making accommodation bookings.

## **3. Travel Allowance Limits**

**3.1** Meal allowances will be based on the Queensland State Public Service Domestic Travelling and Relieving Expenses (Directive No. 01/23) and will be adjusted from time to time.

**3.2** 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 must be informed to enable any adjustments to be made to travel allowances.

**3.3** In the case where employees claim overtime for travel outside of normal hours of work 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

#### **4. Taxi Fares**

*Cab charge* cards or digital passes will be available for travel to and from airports, accommodation and/or venues if necessary. Other forms of transport should be checked as part of travel where Cab charge amounts maybe excessive.

Cab fees incurred by the employee, will be refunded to the employee on submission of supporting receipts.

*Cab charge* vouchers are issued through the Support Office and must be signed for.

#### **5. Car Hire**

Car hire will only be allowed in very exceptional circumstances and can only be approved by the Chief Executive Officer.

#### **6. Administration**

Reimbursement of expenses must be submitted using the EFT Request/Cheque Requisition Form.

#### **7. Councilor's Travel**

Councilor's Travel Allowance must be placed in their nominated bank accounts on the working day before travel. The only exception being where the Councilor does not have a bank account.

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 Councilors are required to pay back the unused travel allowance on a pro-rata basis.

#### **8. Employee Requirement to Reimburse unused Travel Allowance**

To remove any doubt if the Employee's travel does not occur then the employee 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 on a pro-rata basis.

#### **9. Recruitment**

Travel associated with the recruitment of new employees must be accompanied by a Travel Request Form authorised by the HR Manager and the CEO or a Director.

#### **10. Only the CEO can approve interstate travel.**

## **11. Officers Choosing to Reside At Home Outside of the Town of Office of Work.**

Where Officers choose to reside at their home when it is outside of the Work Area, Council will only be responsible for Travel within the town the office is situated. Travel associated with costs to and from place of residence to the town the office is situated in will be met from Travel Allowance paid.

## **12. Related Documentation:**

*Training and Development Policy*

*Isolation Leave and Remote Air Fare Allowance Policy*

*Leave Policy*