



TATIARA DISTRICT COUNCIL

TRAVEL & ACCOMMODATION POLICY

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Applicable legislation:	
Related Policies:	
Related Procedures:	
Other relevant documentation:	Australian Taxation Determination TD 2022/10

GENERAL POLICY

We are committed to learning and development and recognise 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 and is for **reasonable** expenses related to Tatiara District Council (TDC) business **only**.

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 authorised by the CEO.

The Mayor is duly authorised to represent Council at the Local Government of South Australia (LGA) Ordinary General Meeting, Annual General Meeting and the Local Government Finance Authority meetings.

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.

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, Ubers, 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 Directors;
- Claims made by all other staff members will be authorised by the relevant Director; and
- The Mayor 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.

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.
13 August 2019	Rev: 07	Updated figures in line with the latest taxation ruling.
13 March 2023	Rev: 08	Reviewed, updated accommodation figure to more accurately reflect market prices.

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)	\$250.00
Breakfast	\$32.55
Lunch	\$46.00
Dinner	\$64.50
Incidentals	\$30.50

Note:

1. The above meal allowances and incidentals are based on Australian Taxation Office Determination TD 2022/10 (which sets out the claimable rates for 2022/23)
2. Accommodation in Adelaide, other capital cities, or regional centres may at times be above or below this figure, especially at peak times. All efforts will be made to obtain accommodation within the limit specified above. Where this is not possible, higher costs will be authorised by the Mayor or CEO, as appropriate, prior to booking.
3. If Councillors and/or staff decide to stay at a higher priced establishment without authorisation by the Mayor or CEO they will be responsible for those extra costs.
4. 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