



POLICY DOCUMENT

G2.2 STAFF TRAVEL ALLOWANCE

1 Policy Statement

The College will pay a travel allowance or reimburse a staff member for reasonable expenses incurred in conducting official College business, with proper approval.

2 Purpose and Scope

To outline the parameters of approval and travel allowance for all staff at ACPE.

3 Approval of Travel

- 3.1** A staff member must have prior approval of a journey in order to access payment under this policy.
- 3.2** Delegations associated with the approval of travel under this policy are as follows:
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|------------------------|--|
| • International travel | Dean and Head of College |
| • All domestic travel | Dean and Head of College |
| • Practicum travel | Dean and Head of College, Career
Development Office Manager |
- 3.3** An application for approval to travel on official College business must be accompanied by:
- Details of the journey;
 - The relevance of the journey to official College business;
 - Mode of transportation; and
 - Estimated expenses (having regard to the schedule of rates attached to this policy).

4 Travel Allowance

- 4.1** A travel allowance is an allowance paid to a staff member to cover the cost of accommodation, meals and incidental expenses incurred in relation to approved overnight travel.

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- 4.2 If an accommodation cost is claimed, it must be for commercial accommodation such as a motel, a hotel, a boarding house, a serviced apartment or bed and breakfast accommodation.
 - 4.3 Only meals that fall within the time of day from the commencement of travel to the end of travel will be covered by an allowance.
 - 4.4 A schedule of allowances, determined by the Australian Tax Office from time to time, is attached.
 - 4.5 The travel allowance is the specified amount that will be paid for an overnight stay in a particular location. Expenditure in excess of this amount will not be reimbursed.
 - 4.6 In the case where a travel allowance is paid, documentation substantiating expenses is NOT required.

5 Payment in Advance

- 5.1 In circumstances where overnight accommodation is involved, the College will pay a travel allowance in advance in order that the staff member is not “out-of-pocket”.
- 5.2 The College is prepared to reimburse a member of staff for expenditure in respect of approved travel where that expenditure has been incurred prior to the travel, e.g. where an airline ticket has been booked and paid for.
- 5.3 In order to access payment in advance, the staff member must submit to the Dean and Head of College evidence of the formal approval to travel on official College business with documentation substantiating expenditure.
- 5.4 The College will not pay in excess of the travel allowance for accommodation, meals and incidental costs.

6 Reimbursement

- 6.1 The College will reimburse a member of staff for expenditure in respect of approved travel.
- 6.2 The staff member must submit to the Dean and Head of College the formal approval to travel on official College business with documentation substantiating expenditure.
- 6.3 The College will not pay in excess of the travel allowance for accommodation, meals and incidental costs.

7 Revocation of Approval

The College reserves the right to revoke approval to travel to conduct official College business at its absolute discretion.

8 Direct Implementation Responsibility

Dean and Head of College
Career Development Office Manager
Operations Manager

9 Policy Administration

9.1 Approval and Review

POLICY NUMBER G2.2: Staff Travel Allowance			
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Approved By	Dr Brian Nook, Dean and Head of College, ACPE		
Approval Signature		Date	