



Statement

To set out the ways in which expenses and travel costs incurred by staff in the performance of official duties will be reimbursed or paid for by the College.

Definition

The scope of this policy document is to provide all employees with guidelines as to what expenditure and travel costs will be reimbursed by the College.

Guidelines

- Travel authorisation - a staff member must obtain prior authority to claim expenses or travel costs prior to the expenditure being incurred. Where it is not practical to obtain prior permission, reimbursements will be at the discretion of the Principal, Deputy Principal or Business Manager.
- Travel bookings - bookings for accommodation and/or air travel are to be made by the Principal's Secretary. To facilitate booking arrangements, the traveller must contact the Principal's Secretary as soon as registration has occurred to allow reasonable time for bookings and arrangements to be made.
- Cost effectiveness - all travel arrangements will be made using options that ensure best value to the College.
- Claims for reimbursement - a claim for reimbursement form must be completed for all relevant travel costs and lodged with the Finance and Administration Manager, along with all the relevant receipts, before a reimbursement can be made.
- Air transportation - the least expensive class of service and best fare of the day will be used for all employees. Exceptions to the use of the least expensive service are allowed if:
 - There will be a wait of more than 3 hours for a flight and the difference in airfare for an earlier flight is less than \$30; or
 - There is a possibility the trip may need to be rescheduled to another date.

Baggage will only be purchased if there is a requirement to be interstate for more than two nights. Any refunds of airfares are and remain the property of the College.

- Ground transportation (use of private motor vehicle) - approval for the use of private vehicles for College activities will only be given where satisfactory evidence is provided of the following:
 - cost effectiveness of the arrangement;
 - comprehensive insurance;
 - current registration; and
 - current driver's licence.



Staff who use their own private vehicle are entitled to claim for mileage rates as specified in the Catholic Education Agreement. Under no circumstance should private vehicles be used to transport students.

- Transfers - the most cost effective mode of transport between the airport and hotel and/or venue must be used, taking into consideration the safety of the staff member. If a staff member is travelling alone during the day, public transport (Skybus, train etc) will be the most cost effective (and safe) mode of transport. If two or more staff members are travelling together, taxis may be a more cost effective alternative. Receipts of purchase will need to be presented for reimbursement.
- Accommodation and Meals - accommodation must be booked through the Principal's Secretary. The College will provide an appropriate standard of accommodation, acknowledging the economic and practical benefits of being accommodated at the conference/seminar/meeting venue. The College will meet the reasonable costs of main meals where any of these meals are not provided in the accommodation or conference/seminar/meeting package. Meal expenses will be reimbursed up to the maximum of the Australian Taxation Office Reasonable Allowances Limits. These limits will be provided to the traveller by the Principal's Secretary or Administration Officer. A cash advance may be obtained from the College prior to travel to cover the cost of meals. At least two working days' notice must be given in order to ensure the cash is available. A receipt must be provided for reimbursement of meals and/or to acquit the cash advance provided. Costs for alcohol purchases and/or mini bar will not be paid for or reimbursed by the College.
- Camp allowance - where overnight attendance at a College camp has been approved, the staff member will be entitled to the following allowances:
 - If meals are not provided, the staff member will be entitled to meal allowances in accordance with the Catholic Education Agreement that is currently in place.
- Cost incurred due to failure to notify changes in plans - the Principal's Secretary must be notified immediately of any changes to travel plans. Any costs incurred by the College through the failure of a staff member to notify changes will be borne by the Department's Budget.