

POLICY: STAFF – REIMBURSEMENT OF TRAVELLING AND OTHER EXPENSES

DATE ADOPTED: Director Corporate Services & Finance's Report #1
Policy 5 December 2012
Council 6 February 2013
Minute Book No. 11477

Director Corporate Services & Finance's Report #2
Policy 7 February 2007
Council 21 February 2007
Minute Book No. 10065

ORIGINAL ADOPTION: Director Corporate Services Report #1
Policy 1 December 2004, Council 8 December 2004
Minute Book No. 9416

FILE REFERENCE: 03.00049

OBJECTIVE: To establish guidelines for payment of expenses incurred by staff

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1. Council will reimburse claims for expenses incurred by staff in relation to discharging their duties of employment for actual costs or pay a daily allowance as per current Taxation Office Guidelines:
 - (a) Where an overnight stay is not involved
 - (b) Where an overnight stay is involved in Sydney and capital cities
 - (c) Where an overnight stay is involved in other centres

 2. Where a staff member provides his/her own motor vehicle for transport in relation to discharging the functions of his/her employment, reimbursement of costs will be made on a per kilometre basis at the rates specified under the Local Government (State) Award