



## Travel Allowance Policy

Responsible Officer	Chief Executive Officer
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### Objective

To provide Shire representatives with an allowance to cover out of pocket expenses for meals and incidentals when travelling on local government business.

### Scope

The allowance will be provided by the Shire to any Council Members or Shire employees required to stay overnight in a place other than their normal place of residence while on local government business.

### Policy

A meal and incidentals allowance will be paid to employees and Councillors when travelling on local government business and required to stay overnight in a place other than their normal place of residence.

The amount of allowance provided, each for meals and incidentals, will be equivalent to what the Commissioner of Taxation considers to be 'reasonable amounts for domestic travel expenses' for the substantiation exception in Subdivision 900-B of the Income Tax Assessment Act 1997 (ITAA 1997), for that income year. For all employees and Councillors, the middle 'employee's annual salary' bracket will be used to determine relevant allowances.

Where meals are provided at conferences, workshops, or other events that the employee or Councillor are required to attend on local government business, the Shire will not provide an allowance for that meal if the Councillor or employee should choose to eat elsewhere.

If whilst on Council business the employee or Councillor request alternative arrangements for personal reasons the Travel Allowance is only payable for the days spent attending to local government business.

Office Use Only

Relevant Delegations				
Council Adoption	<b>Date</b>	unknown	Resolution #	unknown
Reviewed/Modified	<b>Date</b>	26/3/2014	Resolution #	41/2014
Reviewed/Modified	<b>Date</b>	30/8/2017	Resolution #	3008/05