

**IMPORTANT INFORMATION TO TRADITIONAL OWNERS  
REGARDING CHANGES TO THE PROVISION OF  
TRAVEL ALLOWANCE AND FUEL REIMBURSEMENT**

**EFFECTIVE 04<sup>th</sup> MARCH 2024**

Traditional Owners who are invited to attend a meeting and would like to attend that meeting **MUST** inform the CYLC administration representative noted on the Meeting Notice under “Attendance” of their intention to attend the meeting prior to the date noted under “Attendance”.

**Support for travel and accommodation.**

CYLC has limited funding available to assist Traditional Owners to attend a meeting. Requests for assistance to attend a meeting must be made to the administration representative noted under “Attendance” on the Meeting Notice by the date noted under “Attendance”.

CYLC will not be able to provide meals, accommodation, or any other assistance if a request is made after the date noted under “Attendance”.

***Effective 04<sup>th</sup> March 2024, CYLC will no longer be providing travel allowance for meals as a cash payment.***

Breakfast and dinner will be provided at the accommodation in accordance with the ATO’s published rates.

Where the accommodation does not provide breakfast and dinner, CYLC will ensure that attendees are taken care of and arrange alternative plans to be provided with breakfast and dinner.

On the day of the meeting -lunch will be provided at the meeting venue.

***Effective 04<sup>th</sup> March 2024, fuel reimbursement will no longer be paid in advance.***

***Effective 04<sup>th</sup> March 2024, fuel allowance will be paid into bank accounts only.***

Fuel reimbursements will be paid directly into a bank account nominated by the Traditional Owner.

Traditional Owners will be provided with a CYLC fuel reimbursement form, which is to be completed and provided to the CYLC administration representative noted under “Attendance” on the Meeting Notice for approval before or on the day of the meeting.

Fuel reimbursement will not be made if the CYLC fuel reimbursement form is not provided to the CYLC administration representative after the date of the meeting.

Incidental reimbursements will be paid directly into a bank account nominated by the Traditional Owner.

Bank account details must be provided before or on the date of the meeting. Payments will be made in the week of the meeting.

***For information regarding Australian Tax Office allowance rates please go to the Cape York Land Council Website, and click on the Noticeboard tab***