



POLICY: Travel Allowance

1 Purpose

This policy prescribes the application CYLC Travel Allowance.

2 Scope

This policy applies to travellers who are required to travel and be away from their prime place of residence overnight on Council business.

3 Application

3.1 Travel allowance

Travel allowance is payable to cover costs when there is a requirement for travel on Council business that requires an individual to be away from home overnight.

No allowance is payable when travel does not involve an overnight stay away from home.

The rates of travel allowance payable are in accordance with advice issued by the Australian Taxation Office.

Should a meeting, workshop or attendance for Council business conclude before the time or date specified on the TA form, the travel allowance that was allocated will be deducted from a future allowance.

All travel allowances are to be managed by the administration team.

3.2 Meal Allowance

There are no allowances paid for meals that are catered e.g., lunch provided at a meeting or at the CYLC provided accommodation.

3.3 Meal Allowance Structure:

- Breakfast – allowance paid if travelling before 8.00am
- Lunch – allowance paid if travelling between 12.00pm and 2.00pm
- Dinner – allowance paid if travelling between 6.00pm and 9.00pm

4 Meeting Attendance

4.1 Traditional Owners

Traditional Owners who would like to attend a meeting, MUST inform the CYLC administration representative noted on the Meeting Notice no later than 5 days prior to the meeting.

4.2 Employees

Travel allowance is payable when there is a requirement for travel on Council business that requires an individual to be away from home overnight. Travel allowance forms must be completed, approved by the manager, and submitted to CYLC finance 5 business days prior to the travel date.

Breakfast: Will be provided at the accommodation in accordance with the ATO's published rates.

Lunch: Will be provided at the venue.

Evening: Will be provided at the accommodation in accordance with the ATO's published rates.

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

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

5 Traditional Owners 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 on the Meeting Notice.

CYLC will not be able to provide meals, accommodation, or any other assistance if a request is made no later than 5 days prior to the meeting.

6 Fuel Allowance

Traditional Owners will be provided with a CYLC fuel reimbursement form, which is to be completed and returned to the CYLC administration representative before or on the day of the meeting.

Fuel reimbursement will *not* be made if the CYLC fuel reimbursement form has not been completed and returned to the CYLC administration representative after the date of the meeting.

Fuel 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.

Any requests for exemptions to this policy must be submitted in writing to the CEO.

Only the CEO has the authority to consider and approve exemptions.

Note: The CEO's decision may not always align with your request.

Version	Date	Revision by whom – what change	Approval	Approved date	Next review date
1	May 2024	New-represents EFT and exemptions		25.5.2023	May 2025