

Name of organisation

Travel and Expenses Policy

Name of organisation reimburses employees for actual and reasonable expenses directly connected to *Name of organisation* business. The reimbursement form is available *place*. Receipts are to be attached to the form.

Employees are expected to exercise prudent business judgment in incurring business expenses.

1. Car use

\$0.70c per kilometer for own car use on *Name of organisation* business only if there are no work cars available to use or it would be cheaper than hiring a car.

2. Transport

Buses and shuttles should be used in preference to taxis where practical.

3. Overnight trips

A maximum daily allowance of \$60.00. This is to cover meals and transport within the area.

4. Accommodation

A maximum of \$160.00 per night.

5. Car hire

Costs of car hire using the least expensive vehicle to meet the needs of the trip.

6. Other expenses

Actual and reasonable expenses involved in carrying out *Name of organisation* business at the discretion of the *Manager and or Chairperson*.

7. Discretionary payment

If the allowance is inadequate, then refer to the *Manager or Chairperson* for discretionary payment.

8. Conference expenses

Conference fees to be paid from the staff member's Professional Development budget. Other expenses to be negotiated with the *Manager or Chairperson* prior to the event.

9. Claims

All expense claims should be listed and be authorised by management prior to payment. All payments will require verification of expenditure.

Policy approved at meeting of *Name of organisation* (date).

Reviewed and approved:

Next review: