

5.17	WORK RELATED TRAVEL EXPENSES
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Applies to: All Staff
Specific responsibility: HECIS Co-Ordinator, Office Assistant

Version: 1
Date approved: 5.8.14
Next review date: Aug 21

Policy context: This policy relates to	
Standards or other external requirements	
Legislation or other requirements	<ul style="list-style-type: none">• Educational Services (Teachers) Award• Children's Services Award• Social, Community, Home Care & Disability Services Industry Award (SCHCADS)• Health Professionals and Support Services Awards 2010
Contractual obligations	

POLICY STATEMENT

HECIS will reimburse its staff any reasonable and authorised travel expenses incurred by them in the course of HECIS business.

HECIS will reimburse all reasonable official travel related expenses. Acceptable travel related expenses must be incurred as a result of work related activity and will vary according to the destination. It is the responsibility of the staff member to minimise travel expenses to a sensible and practical level.

PROCEDURES

Work related travel

- Any travel funded by HECIS must be for approved business activity only and is payable for journeys travelled to/from HECIS to Child Care Centres/Home visits and approved training venues. Travel is to be undertaken in the staff members own car.
- An employee should neither lose nor gain financially as a result of travelling on approved business.
- All travel reimbursement claims must be made on the **HECIS Travel claim form** from records maintained in a travel diary.
- The relevant staff award allowance rates schedule will be used as a guide for calculating travel reimbursement payments.

Insurance of motor vehicles

Any motor vehicle used for HECIS business travel must be comprehensively insured. Staff are required to provide a current copy of the vehicle's registration, comprehensive insurance policy to HECIS upon commencement of their employment and must be updated upon expiry or change of vehicle.

Staff Drivers Licence

Staff are to provide a copy of their current driver's licence to HECIS at commencement of their employment, and it must be updated upon expiry. If the drivers licence ceases to be valid the staff member must immediately advise the HECIS Co-Ordinator.

HECIS: Work Related Travel Expenses

Work related expenses of Petty cash Items

- Any purchase of equipment or resources by staff should be approved by the HECIS Co-Ordinator prior to purchase. Claims to these purchases are to be made to the Office Manager for payment.
- Staff incurring authorised expenditure must submit receipts, invoices, vouchers, tickets, or other evidence of such expenditure.
- HECIS will not reimburse staff for:
 - Expenses claimed by an employee as a tax deduction.
 - Expenses normally recoverable from a third party.
 - Late payment interest on credit cards.
 - Parking, traffic, or other fines and penalties.

DOCUMENTATION

Documents related to this policy	
Related policies	
Forms, record keeping or other organisational documents	HECIS Travel claim form

Reviewing and approving this policy		
Frequency	Person responsible	Approval
Annually	HECIS Co-Ordinator	Management Committee

Policy review and version tracking			
Review	Date Approved	Approved by	Next Review Due
1	18.8.15	HECIS Co-Ordinator	Aug 2016
2	28.7.16	HECIS CoOrdinator	Aug 2017
3	14.8.17	HECIS CoOrdinator	Aug 2018
4	3.9.18	HECIS CoOrdinator	Aug 2019
5	20.8.19	HECIS CoOrdinator	Aug 2020
6	15.9.20	HECIS CoOrdinator	Aug 2021

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