



Travel & expense reimbursement

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Guideline owner	Human Resource
Applies to	All lay employees and Volunteers
Related guidelines & procedures	Code of conduct
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Objective

It is recognised that there is a need for travel on official business on occasions. The Parish is committed to ensuring that travel and related services are procured as cost effectively as possible.

Introduction

Travel expenses will be paid by the Parish if they are reasonable and necessarily incurred while undertaking approved official travel, and are appropriately documented and within the guidelines. Reimbursement for travel expenses should be on a cost recovery basis within budgetary limits.

Responsibilities of Traveller

- Parish travellers are expected to spend Parish funds prudently.
- Travellers may not authorise reimbursement of their own travel or entertainment expenses and employees must not be asked to approve travel or entertainment expenses for an individual to whom they report.
- Approval for travel must be sought in advance and should normally be sought at least 10 working days in advance of the travel proposed.



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- Business travel expenses may be claimed if they are reasonable, appropriately documented, properly authorised and within the guidelines outlined.

Accommodation

Generally the best available rate should be used to determine accommodation but consideration may also be given to location for ease of use and business convenience.

When travelling to a conference, it is often appropriate to stay at one of the hotels hosting the conference even if the rate exceeds the standard. If there are several conference hotels, travellers should stay at a 3 or 4 star property.

It is the traveller's responsibility to notify either the hotel or the agency with whom the reservation was made to cancel a room reservation. Travellers should request and record the cancellation number in case of billing disputes.

Most personal expenses incurred while travelling will not be reimbursed. These include but are not limited to:

- in-room movies, video rentals
- in-room alcoholic beverages
- recreational activities

Domestic Travel

Travellers are expected to book the lowest-priced, non-stop economy class airfare available.

Travel to and from Terminals

The most economical mode of transportation should be used to and from air, bus and rail terminals. Public transportation and shuttle services should be considered. Employees travelling to the same location should share ground transportation whenever possible.

Meals

Travellers will be reimbursed for the cost of meals taken whilst on a business trip according to actual and reasonable costs accompanied by original receipts.

Reimbursement of Actual Expenses

Reimbursement of expenses will be paid via cheque or the payroll system into the travellers nominated accounts.

Reimbursement of expenses must meet two requirements:

1. Reimbursements must be for business expenses only and must be reasonably related to the expenses the employer is expected to incur.
2. Travellers must provide a statement substantiating the amount, time, use, and business purpose of expenses within a reasonable time (not to exceed 30 days) after the expenses are incurred. Original receipts must be provided.



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Reimbursement for actual expenses will be paid to employees in the next possible payroll following submission of the claim.

Legislation

Fair Work Act 2009 (Cth)