



# Anglesea SLSC Policy Document

Reference: 030

Reviewed: 6/2018

## **TITLE: Claiming Expenses for Business Related Travel Policy**

### **Purpose**

These guidelines define the procedures relating to claiming costs of business related travel in excess of those normally incurred travelling to and from work;

- a) Use of private vehicles for business related travel; and
- b) Associated toll road charges and parking costs for business related travel; and
- c) Reimbursement of public transport fares for business related travel.

Business related travel includes but is not limited to; training, off-site meetings, seminars, etc.

### **Background**

Anglesea Surf Life Saving Club (ASLSC) recognised that staff undertaking business related travel needed a formal policy and procedure to follow in order to claim these expenses in a timely manner.

Staff are defined as paid employees of ASLSC.

### **Scope**

This policy applies to all ASLSC staff who have incurred costs in order to undertake business related travel as part of their work-related responsibilities including developmental activities (e.g. meetings, seminars, training) agreed and authorised by the direct reporting Director.

Any claims for travel outside of Victoria need to be approved for prior by the President.

### **Policy**



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## Use of private vehicles

*Note: For the purposes of these guidelines, a private vehicle is defined as a motor vehicle and motorcycle.*

- 1) The employee is to record details of the travel on the Travel Expenses Claim Form. For each trip made, the following information is to be included:
  - The date and time of travel;
  - Destination;
  - Reason for the travel; and
  - Total number of kilometres travelled (as per google maps).
- 2) The Travel Expenses Claim Form is to be submitted fortnightly or, at least, monthly to the direct reporting Director for authorisation, prior to submission to the Administration Coordinator for payment.
- 3) Reimbursement will be made according to the following rates:
  - \$0.66 per kilometre (car only)
  - For travel above 10 kilometres

## Public Transport Fares

Employees may also use public transport for business related travel. Public transport fares will be reimbursed through Expense Claim procedures. A copy of the relevant ticket(s) or statement extract is to be attached to the claim form to enable verification of the cost to the employee.

## Toll Road Charges

Where employees have used their private vehicle for business-related travel in accordance with the 'Use of private vehicles' section above and have incurred toll road charges, these costs may be reclaimed via the Expense Claim procedures. A copy of the relevant ticket(s) or statement extract is to be attached to the claim form to enable verification of the cost to the employee.

## Parking Costs

Where employees have used their private vehicle for business-related travel in accordance with the 'Use of private vehicles' section above and have incurred parking charges, these costs may be reclaimed through the Expense Claim procedures. A copy of the relevant ticket(s)



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or statement extract is to be attached to the claim form to enable verification of the cost to the employee.

## **Owner Onus**

Vehicle Insurance and registration is the responsibility of the owner and owner onus applies in respect of traffic, parking and toll road infringements and accidents.

## **Responsibility**

The Anglesea SLSC Board of Directors are responsible for the effective implementation of this policy. The President and/or Vice Presidents are responsible to ensure that the policy is adhered to.