



## STAFF REIMBURSEMENT PROCEDURE

**Updated: 2023**

**Review: 2027**

### Rationale

The College encourages lifelong learning, wellbeing and safety of staff. There may be occasions when staff are required to travel for work purposes. These purposes may include but not be limited to Professional Development Days and Meetings.

When staff are required to travel to Perth for a full day on their own, the College covers the cost of accommodation, meals and fuel. All receipts are required upon return.

The College budgets a specified amount of funds which it allocates towards Professional Development for staff.

As a guide for staff, there is a ceiling of \$800 per person. It is expected that this amount will not be exceeded, however, there may be extenuating circumstances which will be considered. It is noted that if all staff accessed the maximum amount, the allocated annual budget would be insufficient.

### Procedures

1. The preference is that the College vehicle is used for travel. The Team Leader Campus Services can be contacted regarding booking a vehicle.

Please complete the following for Fuel Reimbursement if the College vehicle is unavailable:

- Staff member to fill up their car prior to leaving for their work-related travel.
- Staff member to fill up their car once they have returned home from their work-related travel and keep the receipt.
- Staff member to provide the Finance Department with both receipts and they will be reimbursed for their fuel receipt, as this effectively indicates the fuel consumed purely for work-related travel.

2. Accommodation:

- The College will book the accommodation closest to the event. The Administrative Team Leader should be contacted with the relevant dates.

3. Meals:

- \$80 per Professional Development Day (24 hours) is provided. The cost of alcohol is not included.
- Tax invoices should always be obtained.
- There is no consideration regarding any unused amount.
- Any exceptions attributable to extenuating circumstances should be discussed / approved prior to attending any event.