

POLICY NUMBER 23: TRAVEL AND REIMBURSEMENT

(previously travel)

Version No. 04

Date established: 1995

Present Version Passed: 10/5/2022

Next Scheduled Review: 2024

PURPOSE

This policy establishes the approach of Northern Geelong Rental Housing Co-operative Ltd (NGRHC) to reimburse travel and other associated out of pocket expenses incurred as a result of conducting the normal business of the Co-op. The policy will outline a procedure for reimbursements.

RELEVANT CO-OPERATIVE OBJECTIVES

Housing Registrar Performance Standards for Registered Housing Providers.

SCOPE

This policy applies to all travel, committees, staff, and renter-members

- Renter-member travel
- Staff travel
- Reimbursement of other costs
- Procedure

Policy Statement

NGRHC recognises the importance of renter-member participation and involvement in the running of the Co-op. In line with this NGRHC appreciates that it is fair for renter-members and staff to be reimbursed expenses especially as they may not be able to attend due to their own personal constraints. The amount reimbursed must be fair and reasonable and may be subject to review by the Committee of management for approval.

Renter-Member Travel

It is expected that renter-members will claim for reimbursement for travelling costs associated with, but not limited to:

- committee related meetings
- training
- seminars
- Meetings

Staff travel

It is expected that Staff will claim for reimbursement for travelling costs associated with, but not limited to:

- Training
- NGRHC properties
- Welfare checks

Note: Travel expenses incurred by staff and renter-Members while using their own vehicles will be Reimbursed at a Kilometre rate (SCHADS Award rate). NGRHC will also reimburse costs associated with taxi's, public transport and parking.

Reimbursement of other costs

For the sake of convenience, staff and renter-members may sometimes pay for items and seek reimbursement for the following items, but not limited to:

- Cleaning products
- Kitchen consumables
- Catering for staff and renter-member events
- Gift cards and other items required for renter-member events
- Garden maintenance

Reimbursement Guidelines

Expenses incurred without a tax invoice

Reimbursement claim form to be completed, two signatures are required and this form should be submitted to the manager for payment

Expenses incurred with a tax invoice/receipt

Receipt to be provided to the manager for reimbursement

Travel expenses in personal vehicle

Submit a copy of the logbook or record for reimbursement to the manager. Logbook or record must include the following information: kilometres, date and reason for travel

Meal's reimbursement

If staff or renter-member attend meetings or training, the maximum amount that can be claimed for a meal is \$20.00 (receipts must be provided)

Cab charge & Parking

Cab charge vouchers are available at the office. Reimbursement is available for taxi fares or parking fees paid. Please Note public transport is the preferred NGRHC method of travel to the Melbourne city area

Note: EFT is the preferred method of reimbursement

RELATED DOCUMENTS

Social, Community, Home Care and Disability Services Industry Award 2020 (SCHADS)

NGRHC Rules

Meetings Policy

Occupational Health and safety Policy

Transparency and accessibility

This policy will be available on the NGRHC website www.ngrhc.org.au