# BUSINESS TRAVEL POLICY

This template policy is intended to assist member businesses develop their own workplace policy. The following information should be used as a guide only. Any wording changes, other than those to insert a business name, may change the context, meaning or purpose of the policy. We recommend you receive advice from the Victorian Chamber of Commerce and Industry prior to making such changes.

**AttentionPLEASE NOTE:** if an employee is covered by an enterprise agreement or modern award it may contain business travel and reimbursement requirements which are different to those set out in the policy below. Please check your relevant agreement or award before implementing this policy.

## Contacting the Victorian Chamber of Commerce and Industry

The Victorian Chamber’s team of experienced workplace relations advisors can assist members with a range of employment, human resources and industrial relations issues.

Our experienced workplace relations consultants can also provide assistance to both members and non-members on a range of more complex matters for a fee-for-service. The consultants can, among other things, provide training to employees, conduct investigations and provide representation at proceedings at the Fair Work Commission.

For assistance or more information, please contact the Workplace Relations Advice Line on **(03) 8662 5222.**

Disclaimer

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# BUSINESS TRAVEL

Date of issue:

Policy approved by:

Contact person:

## 1 PURPOSE

The purpose of this policy is to provide a set of guidelines for the reimbursement of travel-related expenses incurred by employees in the course of their employment.

## 2 APPLICATION

This policy applies to all employees of **[INSERT COMPANY NAME]**.

The policy is not intended to override the terms of any award, enterprise agreement or contract that applies to an employee.

## 3 POLICY

## Approvals

Approval for work-related travel must be obtained from **[INSERT COMPANY NAME]** prior to booking travel or incurring cost.

## Eligibility and entitlement

**[INSERT COMPANY NAME]** will reimburse all reasonable out-of-pocket expenses incurred whilst on approved work-related travel.

## Procedure

## An employee who is required by **[INSERT COMPANY NAME]** to travel on work-related business shall be reimbursed in accordance with the rates and conditions set out in the Travel Expenses Schedule below.

## Employees must present receipts, invoices, tickets or other evidence of expenditure to account for all work-related expenses. Failure to provide appropriate evidence of expenses may result in non-payment.

## All claims for expenses must be made using the Business Kilometre Reimbursement Form and/or the Business Expense Claim Reimbursement Form.

## **[INSERT COMPANY NAME]** reserves the right to audit all expense claimed and where misleading claims are discovered, employees may be subject to disciplinary action which may result in dismissal.

## 4 POLICY REVIEW

**[INSERT COMPANY NAME]** may make changes to this policy from time to time to improve the effectiveness of its operation.

WORKPLACE PARTICIPANT ACKNOWLEDGEMENT

## I acknowledge:

## I have received, read and understood the policy

## I am required to comply with the policy; and

## There may be disciplinary consequences if I fail to comply, up to and including the termination of my employment.

Name: Signature:

Date:

# TRAVEL EXPENSES SCHEDULE

## 1 REIMBURSEMENT OF MOTOR VEHICLE EXPENSES

Where an employee has been authorised to use his or her private motor vehicle for work-related business, **[INSERT COMPANY NAME]** shall reimburse the employee at the following rates:

|  |  |  |
| --- | --- | --- |
| Rates per business kilometre 2014-15 | | |
| **Engine capacity** | | **Cents per kilometre** |
| **Ordinary engine** | **Rotary engine** |
| 1.6 litre (1,600cc) or less | 0.8 litre (800cc) or less | 65 cents |
| 1.601-2.6 litre (1,601-2,600cc) | 0.801-1.3 litre (801-1,300cc) | 76 cents |
| 2.601 litre (2,601cc) and over | 1.301 litre (1,301cc) and over | 77 cents |

An employee can claim a maximum of 5,000 business kilometres per car, per year, before income tax applies. This is a requirement of the Australian Taxation Office (ATO).

Note: the above table is based on the Income Tax Assessment Regulations 1997.

## 2 PARKING EXPENSES

Employees will be reimbursed for reasonable and appropriate parking expenses incurred whilst on approved work-related travel.

## 3 MEAL EXPENSES

Employees will be reimbursed for reasonable and appropriate meal expenses incurred whilst on approved work-related travel up to a value of **[INSERT DOLLAR AMOUNT e.g. $50]** per day. Unnecessary expenses such as movies, bar tabs and alcohol will not be reimbursed.

# Business Expense Claim Reimbursement Form

Name:

Date:

Record expenses in the relevant section below

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Car Parking** | | | **TOTAL COST** | **Excluding GST** | **GST Amount** |
| **Date** | **Location** |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| **Hospitality/ Entertainment** | | | **TOTAL COST** | **Excluding GST** | **GST Amount** |
| **Date** | **Guests** | **Employees Present** |  |  |  |
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| **Travel Expenses** | | | **TOTAL COST** | **Excluding GST** | **GST Amount** |
| **Date** |  |  |  |  |  |
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| **Other Expenses** | | | **TOTAL COST** | **Excluding GST** | **GST Amount** |
| **Date** |  |  |  |  |  |
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|  |  |  |  |  |  |
| **TOTAL REIMBURSEMENT** | | | **$** | **$** | **$** |

[ ] Original Receipts attached

Employee Signature:

Manager Authorisation:

# Business Kilometre Reimbursement Form

Name:

Date:

Engine Capacity:

(Refer to table below)

|  |  |  |
| --- | --- | --- |
| **Rates per business kilometre 2014-15** | | |
| **Engine capacity** | | **Cents per kilometre** |
| **Ordinary engine** | **Rotary engine** |
| 1.6 litre (1,600cc) or less | 0.8 litre (800cc) or less | 65 cents |
| 1.601-2.6 litre (1,601-2,600cc) | 0.801-1.3 litre (801-1,300cc) | 76 cents |
| 2.601 litre (2,601cc) and over | 1.301 litre (1,301cc) and over | 77 cents |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Date** | **From/Origin** | **To/Destination** | **Purpose** | **Total** |
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|  |  |  |  |  |
| **TOTAL kilometres for reimbursement** | | | | **$** |

**Employee Signature:**

**Manager Authorisation:**

**Payroll Use only**

Engine Capacity cents per KM \_\_\_\_\_\_\_\_\_\_\_\_\_\_

X Total Number of KM travelled \_\_\_\_\_\_\_\_\_\_\_\_\_\_

= Total Value \_\_\_\_\_\_\_\_\_\_\_\_\_\_