

# TRAVEL ALLOWANCES POLICY

## PURPOSE

The purpose of the Travel Allowances Policy is to establish a framework across all Wildcare branches and offices for reimbursing reasonable out of pocket travel expenses in a fair manner that also respects Wildcare's not for profit status.

## APPLICATION

This policy applies to Wildcare Board/Committee members, employees and volunteers of Wildcare Tasmania.

## POLICY

Out of pocket expenses incurred by Wildcare volunteers or staff may be reimbursed on presentation of valid tax receipts, invoices or other evidence of claimed expenditure. The following principles and process apply to the claiming of expenses.

## PRINCIPLES

- Accommodation reimbursement will only be considered if there is no accommodation provided as part of the volunteering activity. Reimbursement will not be provided for optional extras charged to hotel accounts.
- Travel choices should prioritise and use the lowest cost/lowest carbon option. The most direct route applies. Google maps will be used to calculate the number of kilometres travelled.
- Approved reimbursement for car travel expenses is at the following rates for kilometre:
  - 0.25 cents/km for trips over 100 kilometres.
  - 0.35 cents/km for trips under 100 kilometres.

Items that are not normally reimbursable, except where specifically approved:

- Meals and other food while undertaking volunteering or work activities
- Travel to and from home to the 'workplace', whether that be the office in the case of paid work or the meet point for volunteering activities.
- Airfares or accommodation for interstate travellers.
- Alternative forms of travel when there is official transport provided to an event.
- Expenses for which a tax deduction will be claimed.
- Accommodation where there are sufficient suitably experienced, skilled and willing volunteers available who do not require accommodation.

## PROCESS

1. Investigate reimbursement through the relevant land manager first, prior to applying to Wildcare. Volunteers may need to seek pre-authorisation from land managers before incurring the expenditure, in order to be eligible for reimbursement from land manager budgets.
2. If claiming reimbursement through Wildcare, attain pre-approval for expenses, before the activity occurs, from the relevant Wildcare representative (generally Branch Presidents / Treasurers for volunteers or Wildcare CEO for staff).
3. Provide relevant tax receipts / invoices to:
  - Branch Presidents / Treasurers (for volunteers)
  - Wildcare CEO (staff)
4. In the case of travel reimbursement, complete the Travel and Accommodation Expenses Claim Form.

## AUTHORISATION

V1.0 Approved 14 February 2020

Wildcare Tasmania Board

## Travel and accommodation expenses claim form

Claimant's details				
Name				
Address				
Phone				
Email				
Journey details				
Date	From	To	Distance (km)	Rate
Accommodation details				
Date	Venue			Room Rate

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CLAIMANT'S SIGNATURE DATE

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AUTHORISING PERSON'S SIGNATURE

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