



**POL0102: Travel Expense Policy for Council Executive Members**  
**Version: 1.0**  
**Date: April 2021**  
**Next review: May 2022**

To acknowledge the commitment of volunteers, SA Country aims to offset some of the travel expenses incurred through involvement in Council Executive commitments.

Where possible, it is required that people travel together to reduce the overall cost of travel to the participants in the program; some of the requirements on vehicle occupancy may not be practical, given the location of CE members for a specific event. Approval to alter these requirements can be granted by the Executive Officer upon request.

The purpose of this policy is to encourage members to manage their risks associated with travel, also it is hoped to encourage SAC participants to become CE members.

Where a CE member is using a vehicle to get to and from SAC Council Executive meetings it is considered appropriate to provide an automatic travel attendance allowance.

To be eligible for the accommodation allowance it must be considered whether the combined travel and attendance requirement in hours is "unreasonable" for any meeting/function/event with consideration of the following risks.

Those members who elect to use an alternate method such as bus, train or plane to attend the meetings are also entitled to an accommodation payment where it is not possible to take the return leg of the trip in the same day. If an alternate method of transport is used, the travel reimbursement will only be calculated on the use of motor vehicle.

### **Risks - Fatigue**

Fatigue is associated with meeting-related factors and personal factors, such as:

- Driving at times when you would normally be asleep.
- Sustained mental and emotional effort, from things such as long hours of meeting discussion.
- Nature of the day's activities in regards intensity and frequency of breaks

- physical environment
- Individuals are unreliable judges of their level of fatigue and as a result, it is crucial that SAC minimises fatigue through appropriate planning and scheduling of meetings and travelling.
- SAC can reduce the risk of fatigue by: Minimising night driving and enabling and encouraging members to sleep overnight in accommodation.
- physical environment

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This does not aim to fully reimburse travel expenses.

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## **Detail**

Travel Expense Forms will be handed out at each Council Executive meeting. It is the responsibility of the CE member to fill out the form and give them to the EO to be reimbursed for the Travel expenses.

## **Fuel**

Council Executive

\$0.25 per km of each round trip, excluding the first 100km of the journey for the following events:

- Council Executive Meetings
- Annual General Meeting
- Special General Meetings
- Senior and Junior Country Championship
- BSA Workshops, member meetings, AGM, approved functions
  - o Approved functions to be determined by Finance Sub-committee

## **Accommodation**

Accommodation allowance of \$80 per meeting where it is considered unreasonable to travel home in your vehicle where the combined travel and attendance hours are more than 12 hours.

Receipts for accommodation must be sent to the EO within 7 days of the receipt date, in order for the accommodation claim to be processed.