



TRAVEL REIMBURSEMENT POLICIES AND PROCEDURE

Policy Number:		Version:	1
Drafted by:	Student	Board approval on:	
Responsible Person:	Strategic Finance Executive	Scheduled Review Date:	

INTRODUCTION

Big Yellow Umbrella recognises the importance of supporting staff and volunteers who may be required to use their vehicle, or public transport to carry out their duties within their shift. To ensure those individuals are compensated for their means of transport Big Yellow Umbrella has developed the Travel Reimbursement Policy, which excludes tertiary students undertaking their placement.

DEFINITIONS

- Staff** refers to all individuals who have been employed by Big Yellow Umbrella who carry out the work of the organisation.
- Volunteers** refer to all individuals who have agreed to support Big Yellow Umbrella without financial gain e.g., receptionist, support officer, hamper house assistance and external voluntary opportunities.
- Tertiary Students** refers to all individuals who are completing a post-secondary education at a University, TAFE, College, Academy, or Institutes.
- Placement** refers to all students completing a set number of hours of vocational training. It provides students an opportunity to gain skills and knowledge within a not-for-profit organisation.

PURPOSE

The purpose of this document, is to outlines Big Yellow Umbrella policies and procedures for Travel Reimbursement, including eligibility criteria for reimbursement of out-of-pocket expenses.

ELIGIBILITY CRITERIA

Authorised staff members and volunteers have the authority to utilise Big Yellow Umbrella vehicles for work duties. Staff and volunteers are permitted to use their own vehicles but only when Big Yellow Umbrella vehicles are unavailable or collecting the vehicle is not an effective use of time. Mileage can only be claimed when using your own vehicle.

Kilometer reimbursements are only available for staff and volunteers when using their personal motor vehicle in the course of their duties whilst on shift but does not include travel to and from their place of residence. Staff or volunteers who use public transport in the course of their duties are also eligible for reimbursement for these costs.

For broken shifts, the SCHADS allowance is paid for travel between work locations in the course of work duties. However, reimbursements are not paid for travel:

- From the individual's home to the first client
- In the middle of the broken shift when the employee is free from work duties, including travel to the start of the second part of the broken shift.
- From the last client to the individual's home.

Big Yellow Umbrella recognizes that territory students may use their own vehicles or public transportation to attend programs and events. Under the Fair Work Act 2009, vocational placements are lawfully unpaid learning opportunities and part of a student's degree. As a not-for-profit organisation Big Yellow Umbrella's funds go

directly into service provision. Students on placement are not eligible for travel reimbursements under Big Yellow Umbrella's policies..

POLICIES

- This policy applies to all staff and volunteers of Big Yellow Umbrella.
- Where staff or volunteers are required and authorised by Big Yellow Umbrella to use their motor vehicle in the course of their duties, the staff or volunteers are entitled to be reimbursed at the rate of \$0.92 per kilometre (or other rate determined by the Social Community Home Care and Disability Services Industry Award).
- When staff or volunteers are involved in travelling on duty, if Big Yellow Umbrella cannot provide the appropriate transport, all reasonably incurred expenses in respect to fares, meals and accommodation will be met by Big Yellow Umbrella on production of receipted account(s) or other evidence acceptable to Big Yellow Umbrella. These expenses are to be approved in advance.
- Payments need to be made in advance by company debit card or invoice for staff or volunteers required to stay away from home overnight for work. Costs will be covered for reasonably priced accommodation and meals. Proof of costs so incurred is to be provided to Big Yellow Umbrella by staff or volunteers.

ROLES AND RESPONSIBILITIES

The Chief Operations Manager and the Strategic Finance Executive (the Leadership Team) are responsible for the implementation and monitoring of all aspects of this Policies and Procedures.

The Leadership Team is responsible for pre-approving any travel arrangements that require reimbursement under this Policies and Procedures.

The Finance Officer is responsible for processing any approved travel reimbursements through the payment of wages in a prompt manner.

Staff and Volunteers are responsible for:

- Seeking prior approval for any travel that will require reimbursement.
- Providing the appropriate receipts or other evidence of any out-of-pocket expenses that will require reimbursement.
- Completing mileage / Where is forms for relevant travel to be reimbursed, approved by the Leadership Team.
- Completing an Expense Reimbursement form approved by the Leadership Team.

PROCEDURES

The following procedures apply:

- The Chief Operations Manager or the Strategic Finance Executive must authorize any travel before it is undertaken.
- Staff and volunteers must submit Expense Reimbursement forms to the Chief Operations Manager or Strategic Finance Executive for approval. Mileage can be submitted using:
 - A record of mileage for each journey OR
 - Search mileage using whereis authorised website.

Both forms can be found in administration.

- Upon receiving an Expense Reimbursement form, the Chief Operations Manager or the Strategic Finance Executive should approve the payment and pass the approved form to the Finance Officer for processing.
- All travel claims are recorded under salaries and reportable as part of annual tax claims.

RELATED DOCUMENTS
Code of Conduct Policy
Conflict of Interest Policy
Financial Management Policy
Fraud Management Policy
Governance Policy
Staff Induction Policy
SCHADS Award
Vehicles – BYU Use of and Hiring
Volunteer Management Policy

AUTHORISATION

The Board of Big Yellow Umbrella have reviewed and approved this policy

Signature of Board Secretary: _____

Date of approval by the Board: _____

On behalf of the Big Yellow Umbrella

<https://hrfocus1.sharepoint.com/sites/SUPPORT/Shared Documents/CLIENT WIP/Big Yellow Umbrella/Our Culture/New Policies/Travel Reimbursement Policy.docx>

