

TRAVEL EXPENSES REIMBURSEMENT POLICY

1. Purpose

- 1.1 [LongEmployerName] ("ShortEmployerName") recognises there will be times when employees will be required to perform work outside the ordinary place of work or attend functions such as conferences or training sessions.
- 1.2 This Travel Expenses Reimbursement Policy provides guidelines for the reimbursement of expenses reasonably incurred when these situations arise.

2. Commencement Of Policy

- 2.1 This Policy will commence from [CommencementDate]. It replaces all other Travel Expenses Reimbursement Policies of [ShortEmployerName] (whether written or not).

3. Application Of The Policy

- 3.1 This Policy applies to employees of [ShortEmployerName]. This Policy does not form part of any employee's contract of employment.

4. General Requirements

- 4.1 Where expenses are charged directly to [EmpCredit] please complete the [ECFormName] and attach all receipts and return the paperwork to the [ECFormPerson].
- 4.2 All work related travel that requires transport or accommodation reservations must be booked through [TravelBookingName].
- 4.3 Employees are expected to adopt the most economical travel option consistent with maintaining superior levels of service to our customers.

5. Use Of Personal Vehicle

- 5.1 When an employee needs transport for the purposes of [ShortEmployerName] business, a [ShortEmployerName] car should always be first preference, ahead of train, bus, private car or taxi. In some circumstances, a [ShortEmployerName] vehicle will be available.
- 5.2 When a [ShortEmployerName] vehicle is unavailable and a manager approves the use of the employee's personal vehicle for [ShortEmployerName] business, the employee will be reimbursed for the expenses they incur. The expenses are paid per kilometre to include all costs (eg. insurance, petrol, oil, repairs, tyres, maintenance).
- 5.3 The rates are paid on a cents per kilometre basis, with the rate varying according to the type and engine capacity of the employee's car.
- 5.4 Details of these rates are available from [ReimbursementPerson].
- 5.5 To claim the reimbursement, the employee must complete [ReimbursementForm] and return it to [ReimbursementTitle]. All kilometre claims must be signed by [ReimbursementTitle2].
- 5.6 Where an employee uses their personal vehicle, they must hold a valid licence, the vehicle must be registered, covered by third party property damage insurance at a minimum before it may be used for [ShortEmployerName] business. Employees should provide details to verify the registration and insurance coverage where requested.

6. Traffic Fines In Relation To The Use Of The Vehicle

- 6.1 [ShortEmployerName] is not responsible for any traffic, parking fines or excess claims incurred by the employee during the use of a [ShortEmployerName] or personal vehicle.