

## Group Meeting: Travel Policy and Procedures

### DOCUMENT CONTROL

**Approved by:**  
IBN Board

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CEO

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Aug 2019	Board	Updated entitlements
June 2021		Updated Purpose and Scope Updated Travel and Accommodation Allowances Updated Payment Arrangements Updated Associated Documents Updated Duties and Responsibilities
Oct 2022	Board	Updated Sitting Fees for part of full day
Aug 2023	Board	Updated Sitting Fees for half and full day Updated Travel Allowance not capped,
Dec 2023	Board	Added The ATO guideline of 5000km travel from registered address Added the Change of Address received after the AGM meeting notice will not be accepted

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## **Title**

Group Meeting Travel Policy

### **1. Purpose and Scope**

This policy covers all IBN Membership Meetings, including the Representative Corporations, Appointing Committee and Elders Council

### **2. Policy Statement**

This policy is prepared to reimburse travelling IBN members according to the guidelines presented in this document.

### **3. Guidelines**

#### **3.1 Travel Allowance**

- 1) Where a person has driven to the meeting, a travel allowance is payable per vehicle at ATO (Australian Taxation Office) standard rates per kilometre travelled to and from the Member's registered address.
- 2) As per the ATO guide, the maximum claim for kilometres per car, per year is 5000km.
- 3) The vehicle must be at the venue to receive travel allowance.
- 4) Only one payment per vehicle will be permitted.
- 5) Hire vehicles are not available to Members to attend Group meetings.
- 6) To receive this allowance, the driver of the vehicle must present at the registrations table with the registration number of the vehicle. This allowance is determined by total KM's travelled to and from the meeting from the driver's place of residence .
- 7) Only one driver per vehicle registration provided may claim this allowance.
- 8) The Change of Address received after the AGM meeting notice will not be accepted.
- 9) Airfare travel is payable upon presentation of proof of payment. Members will be reimbursed the value of the ticket or the amount of mileage payable for travellers by vehicle, whichever is the lesser amount.
- 10) An advance of up to \$300 of the travel allowance will be paid within the 7 days prior to the meeting, providing the Member has notified the IBN Office (by phone, fax, email, letter, or other means as specified in the meeting notice) that they are attending. The balance of any travel allowances will be paid within 7 days after the meeting
- 11) Where an advance payment is made and the Member does not attend the meeting, the payment amount will be deducted from future meeting costs or recouped from the Member

- 12) The CEO has discretion for any unforeseen event preventing travel (e.g., road closure)

### **3.2 Accommodation Allowance**

- 1) Camping allowance is applicable if the meeting is held in a location other than where the member resides, per their registered address
- 2) Camping allowance of \$250/night for each Member who needs to travel further than two hours, based on their registered address, to attend a Meeting will be paid.
- 3) 2 days camping allowance will apply to a 1-day meeting, and 3 days camping allowance will apply to a 2-day meeting
- 4) Payment of Camping Allowance to Members is not applicable where IBN has booked accommodation for the Member

### **3.3 Meals and Incidentals Allowance**

- 1) Meals and Incidentals Allowance will be payable at ATO standard rates applicable to the current financial year.
- 2) 2 days meals and incidentals allowance will apply to a 1-day meeting, and 3 days meals and incidentals allowance will apply to a 2-day meeting
- 3) Payment of Meal allowances is not applicable where meals have been provided on the day/s of the meeting

### **3.4 Sitting Fees**

- 1) \$300 per Member per Half Day meeting
- 2) \$600 per Member per Full day meeting.

### **3.5 Payment Arrangements**

- 1) All payments will be made within 7 days by Electronic Bank Transfer, directly into the Members nominated bank account.

### **3.6 Eligibility**

- 1) Travel and sitting fees are payable to IBN Members who have registered on the day of the meeting.
- 2) Elders and Infirm members are exempt from signing the attendance register; they will be paid the sitting fees.

### 3.7 Taxation

- 1) For general beneficiaries, sitting fees should be declared in tax returns.
- 2) Travel allowances (mileage and accommodation) under the 'reasonable limits' set by the ATO are a reimbursement of out-of-pocket expenses and are not taxable.
- 3) For officeholders (Directors) income tax should be withheld and remitted to the ATO.

### 3.8 Up to date personal information

A change of address on or after the meeting day will not alter your payment band. Members are encouraged to ensure any changes to personal details are returned to the IBN office at least two weeks PRIOR to the meeting. Please note any changes to addresses within the notice period of this meeting will be requested to be accompanied by a supporting utility bill or equal document which verifies the address of the individual.

## 4. Procedure

Steps	Action by	Task

## 5. Duties and Responsibilities

The **IBN Board (or delegate)** is responsible for giving notice of the meeting.

The **CEO** is responsible in doing all things necessary to give effect of the meeting notice.

**Members** are responsible for updating their details

**Members** are responsible for confirming their attendance at any meeting, whether travelling or residential, and for completing/providing all required documentation

**IBN Staff** are responsible for preparing payments for Members upon receipt of all required documentation

## 6. Monitoring, Evaluation and Review

This policy will be subject to periodic audit and review by the CEO and IBN Board.

**7. Definitions and Abbreviations**

<b>Term</b>	<b>Meaning</b>
CEO	Means the IBN Chief Executive Officer
Members	Means an IBN Community Member
IBN Staff	Means IBN Operational Staff

**8. Associated Documents**

- Update Personal Details Form
- Travel Approval Form

**9. References**

- ATO Travel Allowances Guide