



## Travel Policy

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This policy is applicable to: **All GAC Members**

### 1. Introduction

GAC aims to cover the reasonable out-of-pocket expenses for its Members when travelling to any GAC meetings. Travel and other allowances will be reimbursed to eligible Members. GAC may organise fuel, travel and accommodation on behalf of the Members who choose to utilise their flexible program benefits.

### 2. Key Terms and Definitions

<b>GAC</b>	Gumala Aboriginal Corporation
<b>Member</b>	Any approved Bunjima, Yinhawangka and Nyiyaparli persons who are entered on the register of Members by Gumala Aboriginal Corporation
<b>Director</b>	Persons appointed to the GAC Board, in accordance with the GAC Rule Book
<b>Travel Allowance</b>	A payment made to a Member to cover expenses associated with travel to meetings held by GAC
<b>Meeting</b>	Any GAC Annual General Meeting or Consultation Meetings only

### 3. Scope

This policy applies to all GAC Members, excluding Directors and any Traditional Owner staff who work at the Meeting.

Directors travel is organised by GAC and they are not eligible for additional payments.

### 4. Purpose

This policy establishes guidelines and responsibilities, to ensure that travel allowance expenses are valid, necessary and comply with all legislative requirements.

It will set out the types of allowances, which GAC Members are eligible for and the method of calculation.



## 5. Flexible Program Funds

Members can access their healthy living assistance for costs associated with the Annual General Meeting. GAC will organise travel for Members on their behalf, rather than providing reimbursement to the Member. GAC will then reallocate the travel expense back into the Member's healthy living balance, upon proof of attendance at the meeting.

### 5.1. Process

Those members who wish for GAC to make travel and accommodation arrangements on their behalf, should notify GAC as soon as possible.

They will need to provide GAC with this preference and their preferred travel times at least **10 BUSINESS DAYS** prior to the meeting.

## 6. Travel

### 6.1. Driving

Members who drive to GAC meetings are eligible for a travel allowance payable in relation to the vehicle used. These allowances are paid to either:

- the registered owner of the vehicle;
- **or**
- the driver of the vehicle, which was used to travel.

Upon registration at the Meeting (or other specified meeting), the owner or driver must complete a **Travel Declaration Form** and GAC staff will verify the vehicle registration number.

This allowance will be paid in line with the Australian Taxation Office (ATO) rate of cents per kilometre current as at the date of meeting notice.

Members will be reimbursed travel allowance according to the distance travelled from their registered residential address with GAC up to a **maximum amount of \$1,200**.

### 6.2. Airfares

Members eligible to attend and vote at any GAC meetings can be reimbursed the cost of their domestic economy airfares.

GAC require a copy of the receipt or invoice to be provided, for the payment to be processed.

The Member will be reimbursed up to a **maximum amount of \$1,200**.

Airfares purchased with a Members loyalty points from major carrier airlines (including Frequent Flyer and Velocity) will **not** be reimbursed.



## 7. Accommodation

Accommodation allowances will be paid to Members who choose to travel, from their registered address (on the GAC system) to attend any GAC meetings.

The allowance amount is dependent on the distance of travel, as follows:

- Less than 100 km are **not eligible** for accommodation allowance;
- Between 101 – 300 km are eligible for one (1) night at a rate of \$200; and
- In excess of 301 km are eligible for two (2) nights at a rate of \$200.

## 8. Meal Allowance

Meal allowances are payable at ATO rates to those Members who are eligible for accommodation allowance. If you are not eligible for an accommodation allowance, this means that you will **NOT** be paid a meal allowance.

Meal allowances for a one-day meeting, will be paid in the following manner:

**GAC will pay, at the listed ATO rate:**

2 nights' accommodation      2 x breakfast and 2 x dinners

1 nights' accommodation      1 x breakfast and 1 x dinner

## 9. Consultation Payments

Where applicable, consultation payments may be made to Members. These payment amounts are at the discretion of GAC, dependant on budgetary allowances up to \$500.

## 10. Payment of Allowances

GAC will endeavour to make payments of ALL allowances, related to travel, meals, accommodation within **5 BUSINESS DAYS** by Electronic Funds Transfer into the driver's nominated bank account.

**NOTE: GAC will not pay for hire vehicles for Members to travel to any GAC meetings and payments will not be made in cash.**