

Member Travel Policy

This policy is applicable to: **GAC Members, excluding Directors and any Traditional Owner staff who work at the meeting.**

1. Introduction

GAC aim 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

GAC	Gumala Aboriginal Corporation
Member	Any approved Banjima, Yinhawangka and Nyiyaparli persons who are entered on the register of Members by Gumala Aboriginal Corporation
Director	Persons appointed to the GAC Board, in accordance with the GAC Rule Book
Travel Allowance	A payment made to a Member to cover expenses associated with travel to meetings held by GAC
Meeting	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.

Director's 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

Costs associated with the Annual General Meeting or for any specified meeting, is not eligible under the Flexible Program Funds.

GAC will organise travel and accommodation arrangements for Members on their behalf.

Members who require 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.

This allowance will be paid in line with the Australian Taxation Office (ATO) rate of cents per kilometre. Members will be reimbursed travel allowance according to the number of kms travelled to and from the meeting, from their registered address. The reimbursement is capped at 1500km inclusive of return.

6.2. Airfares

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

GAC requires a copy of the receipt, invoice or itinerary to be provided before the meeting or on the day, for the payment to be processed.

The Member will be reimbursed up to a **maximum amount of \$1400**.

If you are unable to provide a proof of cost before or on the day of the meeting, it will delay the travel cost reimbursements to you. You will receive the consultation payment only, until the proof of cost is received by Gumala.

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 kms are **not eligible** for accommodation allowance;
- Between 101 – 300 kms are eligible for one (1) night at a rate of \$400; and
- In excess of 301 kms are eligible for two (2) nights at a rate of \$800.

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

- Meal allowances cannot be claimed for any meal that is catered for by the meeting
- There is no requirement for the provision of receipts for the claiming of meal allowances.

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.

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.

11. Related Documents

Nil

12. Review History

Date:	Reviewed by:	Amendments/Review
	Executive Officer and Board	
8 April 2024	Foundation Finance, Audit & Risk Committee	
10 April 2024	Executive Officer and Board	Approved

13. Next Review

Date:	Position Responsible:
April 2026	Executive Officer and Board

14. Authorisation

GAC Board on 10 April 2024.