UNITED FIREFIGHTERS UNION TASMANIA BRANCH

POLICY

TRAVEL AND OTHER ALLOWANCES

Objective

The object of this policy is to ensure that an official, employee or member who is required or chooses to undertake UFU Tas related travel is to be provided with accommodation, meals and incidental expenses without incurring out-of-pocket expenses. An actual expense must have been incurred and when requested a receipt is to be provided.

This Policy replaces all previous allowances/payments related to travel and out of pocket expenses.

Out of Area (day trip only)

(Must be more than 60kms from usual work location/area)

Event	Applicable Hours	
Breakfast	0700 - 0830	$11.55
Lunch	1230 - 1400	$12.95
Dinner	1800 - 1930	$22.25

Out of Area (overnight stay)

Event	Applicable Hours	
Breakfast	0700 - 0830	$23.10
Lunch	1230 - 1400	$25.90
Dinner	1800 - 1930	$44.50

Incidental Allowance (overnight)

Tasmania and Interstate	$16.85

Accommodation (overnight)

(When pre-approved by the Secretary to book own accommodation, receipts required.)

Adelaide - $157.00	Brisbane - $201.00
Canberra - $145.00	Darwin - $172.00
Melbourne - $173.00	Perth - $164.00
Sydney - $183.00	Tasmania - $117.00

Kilometreage Allowance

(When pre-approved by the Secretary to use private motor vehicle)

Less than 2 litres per km   41.17¢

2 litres & above per km   47.87¢

An official, employee or member is encouraged to make every effort to car pool and is actively discouraged from single vehicle travel.

Additional Costs

(Receipts required)

When pre-approved by Secretary, an official, employee or member required to undertake UFU Tas related travel who incurs additional costs through the use of public transport, taxis or hire cars etc is to be reimbursed those costs by substantiating the actual expenses to the UFU Tas.

Overseas Travel Allowance Expense

(Receipts required)

When pre-approved by Secretary, an official, employee or member required to undertake UFU Tas related duties outside of Australia is to be paid travel allowances at a rate determined and published by the Australian Taxation Office that is applicable to overseas locations, as amended from time to time, or as determined by the UFU Tas Secretary.

All claims are to be submitted on the UFU Tas Travel Claim Form.

Filling out the Travel Claim

For quick and efficient processing of travel claims by the UFU Tas Office Manager, ensure the following steps have been completed before forwarding the travel claim:

- Claim forms are available from the UFU web-site http://www.ufutas.asn.au. *Left hand side menu Travel and Other Allowances/Claim Form.*
- The claimant is to provided correct name, address and bank account details;
- The claimant is to use the current travel allowance rates stipulated by the UFU Tas Policy Travel and other Allowances.
- The travel diary section of the claim form is to be completed for audit purposes and should tally with the totals on the front of the claim;
- The current travel rates are to be correctly applied, and the total of the claim is to be correct;
- The living away from home declaration is to be completed for travel exceeding 21 days;
- The claim is to be signed and dated by the claimant in the first signatory area confirming information provided is correct; and

- The claim is to be forwarded to the UFU Tas Office Manager

  e-mail ufutas@ufutas.com or fax 03 6234 9505.

Any claims in excess of the rates prescribed may be paid if the UFU Tas Secretary considers special circumstances exist to justify the excess expense.

The rates contained in the tables above are derived from the Australian Taxation Office Taxation (ATO) Determination TD2010/19, Table 1. These rates will be adjusted from 1 July each year in accordance with the appropriate ATO determination. The accommodation component of the allowance is derived from the capital city rate for each State within that Determination.

Further advice may be sought from the Secretary of the UFU Tas.

Vincent Males
Secretary