

TRAVEL & ACCOMMODATION SCHEDULE OF RATES

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1. PURPOSE

To provide a clear schedule of rates for travel and accommodation arrangements for Employees and Contractors who are required to travel for City business.

2. PRINCIPLES

This schedule of rates will be applicable to following polices:

- OP-HR-12 Employee Travel and Accommodation Expenses
- OP-GOS-01 Contractor / Service Provider Travel and Accommodation Expenses

3. SCHEDULE OF RATES

The Chief Executive Officer will conduct an annual review of the Schedule of Rates, or as needed at periodic intervals.

3.1 Accommodation

Commercial Accommodation

- For travel to a major City the maximum rate for accommodation is \$220 per day.
- For regional travel the maximum rate for accommodation is \$280 per day.

Private Accommodation

- The daily rate for accommodation involving an overnight stay at private accommodation is \$75.00.

3.2 Meals Allowance

The City will pay for reasonable costs of meals to a maximum of \$115 per day. Reimbursement of expenses will be provided upon submission of detailed tax receipts.

The rates below can be used as a reference:

- Breakfast: Maximum \$30;
- Lunch: Maximum \$30;
- Dinner: Maximum \$55.

3.3 Contractor Air Travel

Air fares greater than \$500 (including GST) from point of origin to intended destination in either direction must be pre-approved by the City in writing prior to the booking being made.

Review History:	Created July 2023
Last Review:	July 2023
Next Review:	July 2024 [Annually]
Responsible Department:	Corporate and Commercial
Approved by EMT:	31 July 2023

This Appendix takes effect from the date of approval by the Executive Management Team and shall remain valid until it is amended or deleted.