

Premier's Circular

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Review Date:	03/04/2008

TITLE

REIMBURSEMENT OF TRAVEL EXPENSES FOR MEMBERS OF GOVERNMENT BOARDS AND COMMITTEES

POLICY

In recognition of the additional costs faced by some members of Government boards and committees in attending meetings for official board or committee business the Government has reviewed the existing policy on reimbursement for travel associated with these meetings.

Reimbursement is based on the most economical means of transport available.

Where a member of a board or committee uses a privately owned vehicle to travel between the member's residence, or normal place of business, and the place of the board or committee meeting; the member should be paid a motor vehicle allowance at the current "cents per kilometre car expense payments" rate set by the Australian Taxation Office for the shortest practicable route, provided such travel:

- ♦ commences at a point greater than 50 kilometres from the meeting venue; and
- ♦ is for the purpose of attending an official meeting of the board or committee.

Where a scheduled commercial air service could have been used for the travel referred to in the previous paragraph, the motor vehicle allowance payable shall not exceed the commercial airfare.

If air, rail or coach travel is used, the cost will be reimbursed, subject to the provisions of [Premier's Circular 2004/13](#) and the provisions of this Circular.

Where a member of a board or committee uses a privately owned vehicle to travel between the member's residence, or normal place of business, and the nearest airport in order to travel to and from Perth (or a Regional Centre) by aircraft for the purpose of attending an official meeting of the board or committee, the member should be paid the current "cents per kilometre car expense payments" rate set by the Australian Taxation Office for the motor vehicle travel in excess of 50 kilometres. In this case the member may also be entitled to claim reimbursement of taxi fares necessarily incurred when travelling to or from Perth Airport (or a Regional Airport or Rail or Coach Terminal) to the meeting place in Perth, or the Regional Centre.

Accommodation and meals, reasonably and necessarily incurred on official business may also be reimbursed on production of receipts up to Public Service Award rates.

Where the member acts as a representative of another body that pays the member's travel expenses, there is no eligibility for any further reimbursement.

No payments are to be made for the time taken in travel.

Travel expenses for appointees to boards and committees can only be paid when remuneration, which includes reimbursement of travel expenses, is recommended by the Minister for Public Sector Management (or his delegate). On this basis, Agencies intending to reimburse board and committee members for travelling expenses under the terms of this Circular should ensure they have received a recommendation in relation to rates of remuneration.

BACKGROUND

The State/Local Government Council agreed in June 2005 on a draft policy statement that would form the basis of a review of the existing policy in relation to reimbursement of travel expenses for members of government boards and committees. The revised policy seeks to address concerns raised in the State/Local Government Council that regional representation on Government boards and committees may be restricted because of the costs associated with attending meetings.

The previous policy allowed for the reimbursement of travelling expenses, at public service award rates, to board and committee members resident outside the metropolitan area, to attend meetings in the metropolitan area.

Alan Carpenter MLA
PREMIER

For enquiries contact:	Paula Huston 9222 9514 Principal Policy Officer, Government Board Remuneration Department of the Premier and Cabinet
Other relevant Circulars:	2004/13; 2003/03
Circular/s replaced by this Circular:	N/A