

PROCEDURE NO. PRO.A2.2

TRAVEL AND CONFERENCE ATTENDANCE PROCEDURE

1. Scope:

This Procedure applies to:

- all local, intrastate, interstate and overseas conferences undertaken and/or attended by Rockhampton Regional Council employees and elected members as part of their official Council duties;
- accommodation associated with such attendance; and
- all official travel and other necessary incidental / out of pocket expenses associated with such attendance.

2. Purpose:

This Procedure sets out the conditions upon which approved business travel can be undertaken, and the guidelines applying to reimbursement of travel expenses incurred by Council employees attending official Council business.

3. Associated Documents:

This Procedure must be read in conjunction with Council's:

Travel and Conference Attendance Policy
Expenses Reimbursement and Provision of Facilities for Mayor and Councillors

4. Definitions:

To assist in interpretation, the following definitions shall apply:

Approval Officer means the Chief Executive Officer, General Managers, Executive Managers and the Operations Manager Human Resources.

Chief Executive Officer means Chief Executive Officer of the Rockhampton Regional Council.

Conference means a destination, event, tour, seminar, conference or meeting attended by a Council Officer for professional development or other business related activities from which a benefit to Council is derived.

Council means Rockhampton Regional Council.

Employee means an employee of the Rockhampton Regional Council, including elected members.

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Training means further education and development where a Certificate of Attainment is received.

Travel means the mode of transportation employed and the time incurred in the reaching of and return from a prescribed destination, event, tour, seminar, conference or meeting.

5. Procedure:

5.1 Procedure for Arranging Travel

All travel, accommodation and conference bookings are to be made by the Corporate Support Unit.

A Travel Proposal Form (located under Forms on the Intranet) together with completed registration form, if applicable, must be completed and authorised by the Chief Executive Officer or Approval Officer prior to booking travel.

A Travel Proposal Form must also be completed for any travel requested for non-Council personnel. The form must be signed by the appropriate Approval Officer and forwarded to Corporate Support for actioning.

Travel should be arranged as far in advance as possible to take advantage of advance purchase discounted fares.

5.1.1 Authorisation for Travel

When authorising attendance at conferences/seminars for Council employees, reference should be made to the following:

- a) The Chief Executive Officer is entitled to use his own discretion in determining the merit of personally attending any conference, providing that annual expenditure on conferences is within budget allocation.
- b) Employees may attend conferences in either the terms of appointment or in a structured training and development plan if authorised by the Chief Executive Officer or the Approval Officer providing that annual expenditure on conferences is within departmental budget allocations.

5.1.2 Booking Travel

All travel requests and associated costs shall be submitted on the appropriate form and approved by the Chief Executive Officer or Approval Officer prior to any travel arrangements being made. Upon receipt of approval, Corporate Support will arrange:

- registration and payment of fees, if required
- travel and car hire, if required
- accommodation
- preparation of travel folder including itinerary, Cabcharge vouchers and declaration of expenses form.

Purchase Cards are not permitted to be used to book any travel arrangements, including flights, accommodation or registrations. The only exception is for Personal Assistants to book travel for their Department General Manager.

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It is noted that all efforts must be made to provide travel requirements as quickly as possible to enable Corporate Support to take full advantage of travel savings through early booking arrangements.

5.1.3 Travel by Family Members

A Council employee may choose to have their partner and/or children travel with them to a conference and request Corporate Support to book all flights and accommodation. Corporate Support will research flight times and other costs to be incurred and will notify the traveller. Flights and accommodation will only be booked for partners and/or children after the traveller has notified acceptance of all costs to be incurred in writing (e.g. acceptance by email).

The employee will be responsible for all charges over and above the standard Council rate for one adult travelling, i.e. standard room as opposed to larger room to accommodate a family.

All costs associated with travel and accommodation for partners and/or children will be payable by the Council employee following the issue of a thirty (30) day invoice.

5.1.4 Changes to Travel

Any request for changes to travel will be forwarded to the appropriate Approval Officer for approval before actioning. All fees incurred in relation to changes without a legitimate reason will be charged to the employee.

If employees wish to extend their stay, they may do so with the approval of their direct Supervisor. Corporate Support can make the necessary arrangements, however the employee will be responsible for covering the cost of additional accommodation and related expenses.

5.1.5 Travel Report

Corporate Support is to record all details of travel including the person who travelled, the place visited, length of stay, details of meetings or conference attended and details of all costs incurred for all Council Departments on a database system.

This information will inform the Travel Report to be submitted to Council on a quarterly basis. The quarterly reports will then be compiled for inclusion in Council's Annual Report.

5.2 Procedure for Claiming Travel Expenses

All claims for reimbursement of travel expenses are to be submitted to Corporate Support for processing. A Payment Exception Authority (PEA) will be submitted to Accounts Payable for reimbursement to the employee by cheque or bank deposit, as requested by the employee. Claims will be assessed by Corporate Support and will only be approved if the Travel and Conference Attendance Policy has been adhered to.

The original itemised Tax Invoice/Receipt must be submitted for reimbursement. If the original Tax Invoice cannot be produced a Statutory Declaration must be completed and forwarded to Corporate Support.

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5.2.1 Discrepancies

The Department General Manager will be notified of any costs over and above those estimated on the original Travel Proposal Form at the completion of the travel.

Any claims for expenses deemed non-allowable by Corporate Support will be forwarded to the Department General Manager for review.

6. Evaluation Process:

This Procedure is reviewed when any of the following occur:

1. The related information is amended or replaced.
2. Other circumstances as determined from time to time by Council.

Notwithstanding the above, this Procedure is to be reviewed at intervals of no more than two years.

7. Responsibilities:

Sponsor	Chief Executive Officer
Business Owner	Chief Executive Officer
Procedure Owner	Chief Executive Officer
Procedure Compliance	Governance and Innovation

EVAN PARDON
CHIEF EXECUTIVE OFFICER

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