

CONTRACTOR / SERVICE PROVIDER TRAVEL & ACCOMMODATION EXPENSES

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1. OBJECTIVE

To ensure that Contractor/Service Providers are provided with an understanding of appropriate travel and accommodation expenses when travelling to and from Karratha on approved project related business. To be used organisation wide for the purposes of inclusion in contracts and tenders.

2. PRINCIPLES

For the purposes of this Policy, the term “Contractor/Service Provider” includes any sub-Contractor/Service Providers or their representatives.

This policy is to provide clarity to eligibility for claiming travel and accommodation expenses when attending City approved site visits or meetings.

Direct costs of attending approved events generally will be covered by the City. Expenditure incurred of a personal or private nature will not be covered by the City and will be at the cost of the Contractor/Service Provider.

The Contractor/Service Provider making the booking must ensure that the most competitive rates are utilised when booking airfares, accommodation or hire cars.

The City will not reimburse administration costs incurred in booking and administering travel arrangements including booking fees, service fees or any other administration fees incurred by the Contractor/Service Provider.

The below procedures may not consider all factors associated with travel and accommodation expenses. In this case, the City may determine what is appropriate on a case by case basis and such decision remains final.

2.1 Bookings

The most cost effective travel arrangements should be used at all times with the booking of concessional fares being pursued where available.

No amendments are to be made after the booking has been confirmed except with the approval of the City. This ensures that there is an audit trail of bookings.

2.2 Travel

2.2.1 Air Travel

Air travel shall be based on best available "economy" class of a commercial air carrier. Any upgrade in travel class, preferred seating, additional baggage costs or indirect flights that are not City project related, shall be at the expense of the Contractor/Service Provider. Air travel costs will include passenger bookings, and departure and arrival taxes where applicable.

Air fares greater than \$400 (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.

The Contractor/Service Provider is responsible for providing the correct information when booking air travel.

Accompanying persons travelling with the Contractor/Service Provider will not be covered by the City.

2.2.2 Road Transport

Vehicle hire can be arranged and may be used only on days when there is City business for distances that require the use of a hire vehicle. The onus is on the Contractor/Service Provider to substantiate why hiring a vehicle may be necessary in circumstances where this may not be clear. The City will reimburse for the hire of the most economical small car only, unless specific travel requires the hire of a different vehicle. Larger vehicle hire must be pre-approved by the City on a case by case basis.

The Contractor/Service Provider will enter into any agreement with third parties in relation to vehicle hire, not the City. As a result, Contractor/Service Providers should ensure they have sufficient insurance to cover any damages or incidents that may occur. Third party costs incurred as a result of work undertaken on behalf of the City are to be resolved on a case by case basis and may be referred to both the Contractor/Service Provider's and the City's insurance providers to be discharged.

Where vehicle hire is approved, the Contractor/Service Provider is responsible for ensuring the vehicle is refuelled in full prior to returning to the hire company and fuel use will be reimbursed as per Part 2.6. The City will not be liable for any extra vehicle hire costs accrued by the Contractor/Service Provider including but not limited to, change/upgrade vehicle costs, child seats, refuel costs deemed excessive by the City or variations to insurance.

2.2.3 Travel Time

Travelling time shall only be paid at the rate of five (5) hours per person per trip, unless otherwise pre-approved by the City in writing prior to the booking being made. The Contractor/Service Provider is to nominate how many site visits and days are included within their submission.

Travel payment does not include time spent on site at site.

2.3 Accommodation

Commercial accommodation, not including transient workforce accommodation, is to be met by the City for those days that the Contractor/Service Provider requires accommodation because the travel cannot be completed in one day.

If the accommodation rate exceeds \$180 (including GST) per day, approval will be required by the City in writing prior to confirming the booking.

Subject to relative cost, accommodation should be booked in as close proximity to the meeting or site location as possible. This ensures that the use of external travel options are minimised.

Accompanying persons travelling with the Contractor/Service Provider may be included in the accommodation booking, however if an upgrade is required for additional bedding configurations, the Contractor/Service Provider will be required pay for the cost differential.

2.4 Allowances

Meals will be reimbursed subject to substantiation of expenditure as per Part 2.6 based on the following rates:

- Breakfast: maximum \$35 (including GST)
- Lunch: maximum \$35 (including GST)
- Dinner: maximum \$45 (including GST)

With the exception of inflight meals, reimbursement will not be available where meals are supplied. Where the Contractor/Service Provider incurs a meal expense less than the permitted maximum, the difference cannot be taken up as part of another meal.

Allowances will not be paid for alcoholic beverages.

2.5 Incidentals

Incidentals including public transport or taxi fares attributable to the purpose of the contract will be reimbursed on provision of satisfactory proof of expenditure as per Part 2.6. Use of a mini-bar facility or purchase of accommodation services; for example, movies, gym and personal services, shall be at the cost of the Contractor/Service Provider.

No incidentals will be covered that are incurred by accompanying persons travelling with the Contractor/Service Provider.

2.6 Substantiation of Expenditure

All reimbursement claims must be accompanied by substantiating documentation. Failure to substantiate a cost with a valid tax invoice/receipt will result in rejection of the claim.

All reimbursement claims must be made within two months of the travel event. Failure to claim reimbursements within this time may result in rejection of the claim.

3. CONSEQUENCES

This Policy represents the expected standards of the City of Karratha. Appropriate approvals need to be obtained prior to any deviation from the Policy. Employees are reminded of their obligations under the Code of Conduct to give full effect to the lawful policies, decisions and practices of the City of Karratha.

4. ROLES AND RESPONSIBILITIES

N/A.

5. REFERENCES TO RELATED DOCUMENTS

N/A.

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