



Payment of Allowances

Australian Education Union ACT Branch Policy

Policy Number	POL049	Version	4.0
Last Reviewed	11/04/2018	Next Review	11/04/2021

INTRODUCTION

While undertaking the work of the Union, employees and members of the Union may be required to use their personal resources or incur costs. These will be fully or partially subsidised by the Union in the form of an allowance.

PURPOSE

The purpose of this policy is to identify when allowances are paid, how much is paid, how they are paid and to whom.

POLICY

The Union will pay all allowances provided for within this policy or the *AEU ACT Officer and Employee Enterprise Agreement 2014-2018*, or its replacement agreement.

RESPONSIBILITIES

It is the responsibility of the Branch Secretary to ensure that employees and members are aware of this policy.

It is the responsibility of the Business Manager to manage the payment of allowances in accordance with this policy.

PROCEDURES

1) Mobile Phone

Employees required to use their mobile phone for work purposes will be reimbursed 80% of the cost of their monthly plan. The payment will be made on a weekly basis as part of the payroll process and will commence when evidence of the phone plan is provided to the Business Manager and approved by the Branch Secretary. Payment will be backdated to the date of commencement.

2) Meal Allowance

Employees and members working on behalf of the Union over a mealtime at the end of an ordinary working day will be entitled to a meal allowance at the rate identified in the ACTPS. If a meal is provided by the Union then no meal allowance will be paid. An employee or member with special dietary requirements who is unable to be sufficiently catered for may choose to forgo the meal provided by the Union and be paid an allowance.

3) Motor Vehicle Allowance

Kilometres travelled by an employee in their personal vehicle for work purposes can be claimed at 150% of the maximum ATO rate. Payment of the allowance will occur through the payroll process upon the submission of a log book record to the Business Manager. Payment of the allowance will only be given for work related claimable travel as listed below.



Payment of Allowances

Australian Education Union ACT Branch Policy

Policy Number	POL049	Version	4.0
Last Reviewed	11/04/2018	Next Review	11/04/2021

Claimable Travel:

- Between the AEU Office and another workplace in the ACT.
- Between one workplace and another workplace in the ACT.

Non-Claimable Travel:

- Between home and the first place of work.
- Between the last place of work and home.
- Travel during work time that is for non-work related activities.
- Travel during unpaid breaks.
- Travel outside of the ACT, except in circumstances as outlined in the Travel Allowance section of this policy.

After six months of continuous log book submission, industrial employees may choose to opt for an average rate to be applied based on the previous six months of data. Payment for average kilometres will be made on a weekly basis as part of the payroll process. If either the employee or Business Manager believes that there has been a material change to the kilometres being travelled by the employee a new six month log book submission will be conducted and a new average applied based on that submission.

4) Travel Allowance

- Employees and members travelling outside of the ACT on authorised Union business will receive a travel allowance at the rate set by the AEU Federal Office.
- The travel allowance covers all accommodation, meals and incidental expenses.
- The travel allowance does not cover transfers to and from the airport or car hire, which will be provided for in addition to the travel allowance.
- When the Member Services Officer is advised of travel arrangements a *Travel Allowance Payment Record* will be prepared and provided to the Business Manager for authorisation.
- Payment of the allowance will be made prior to commencement of the travel where sufficient notice has been provided.
- Additional accommodation on the night prior to or at the end of Union business will be funded in addition to the AEU Federal Office rate if it is considered necessary to ensure that the person is able to properly participate in the Union business.
- When accommodation is provided by a friend or relative, to whom they give money or a gift as compensation or as a sign of appreciation, the relevant overnight travel allowance will still apply.
- Where the only reasonable accommodation available to the traveller exceeds \$150 per night an additional nightly accommodation subsidy will be made equal to the total value of the accommodation less \$150.
- Employees and members travelling on authorised Union business will have the most direct and economical mode of travel available, considering all of the circumstances, booked and paid for on their behalf by the Union. Any additional costs incurred by taking indirect routes or making stopovers for personal reasons will be deducted from the travel allowance.



Payment of Allowances

Australian Education Union ACT Branch Policy

Policy Number	POL049	Version	4.0
Last Reviewed	11/04/2018	Next Review	11/04/2021

- An employee or member may request approval from the Branch Secretary to take a guest when they travel and have the Union undertake the arrangements. Payment costs for the guest will be deducted from the travel allowance.
- Travel insurance will be paid for by the Union to cover employees or members undertaking Union business.
- Where travel is required outside of the ACT, the Branch Secretary may grant approval for the use of a personal vehicle. If approval is granted the Branch Secretary will request the Member Services Officer to provide an estimate for the cost of either flights or vehicle hire including a reasonable estimate for petrol. The amount payable shall be the lesser of the two options.

RESOURCES

Operational activities related to this policy are to be delivered within budgeted office resources.