

## **1 Purpose**

From time to time transport is undertaken on behalf of ONSW which should be reimbursed. A transparent and consistent approach is needed to establish and maintain a reimbursement schedule.

## **2 Scope**

This policy applies to

- Travel for ONSW-approved activity (excluding work for the Department of Education) – Petrol Receipt Method
- Travel where ONSW is quoting for a Department of Education contract (e.g. Sporting Schools or similar program) or whenever a quote is required *prior* to ONSW's engagement – Cents per Kilometre Method

Regardless of which reimbursement method applies, the traveller/s will be advised of and agree to the method before travel is undertaken.

## **3 Petrol Receipt Method**

The traveller fills their petrol tank at beginning of travel for ONSW (receipt to show beginning of travel), as needed during the travel (receipt/s) and at the end of the travel (receipt to show end of travel). Reimbursement is based on any petrol expenditure during the trip plus the cost of filling the tank at the end of the trip.

All receipts for claimable expenditure must be presented to ONSW, as either originals in hard copy or clearly scanned electronic versions.

## **4 Cents per Kilometre Method**

This method is used when ONSW contracts with the Department of Education or similar Entities requiring Quotes.

Only that travel greater than 50 km from home (greater than 100 km in total) will be reimbursed.

Example: If the ONSW work is 150km away from the traveller's home, ONSW will reimburse for  $(150\text{km} \times 2) - (50\text{km} \times 2) = 200\text{km}$  of travel.

The contracted person must keep a record of these trips, consisting of the Date, Destination, and Start/Finish Odometer readings of the vehicle. ONSW may request to view this evidence at any time.

The number of kilometres being claimed and the rate at which they are being claimed must be written clearly as a separate line on the job invoice presented to ONSW. It is the traveller's responsibility to make the claim.

Reimbursement will be made at 50% of the current "Cents per kilometre method" rate as stated on the Australian Taxation Office's Website under that heading.

## **5 Annual Review**

This policy will be reviewed annually by the Finance Director in discussion with relevant stakeholders to ensure that it remains fit for purpose.

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New policy approved by ONSW Board 26 October 2021