

# STRATFORD DISTRICT COUNCIL

<b>SECTION:</b> DEMOCRACY	
<b>POLICY: <u>ELECTED MEMBERS TRAVEL AND EXPENSES</u></b>	
<b>RESPONSIBILITY:</b> Chief Executive	<b>REVIEW DATE:</b> November 2007
<b>VERSION:</b> 1	<b>APPROVED DATE:</b> 9 November 2004
<b>FILE NUMBER:</b> 16043	
<b>DELEGATIONS REGISTER NO:</b> N/A	

## 1. **INTRODUCTION**

The Stratford District Council pays for all travel costs associated with Council business. Council cars are provided for this purpose, however at times the use of private cars and/or air travel is required.

In addition to the above, Council also meets accommodation and meal expenses associated with Council business.

## 2. **APPLICATION**

This policy applies to Council's Elected Members who are required to travel on behalf of Council to attend conferences, seminars, meetings (including Project Team meetings), and the like.

## 3. **POLICY**

3.1 Where commercial air services are available and used, all costs associated with the travel shall be met by Council.

3.2 Where no commercial air services are available, Elected Members are required to use Council vehicles if available.

3.3 Council staff vehicles will be made available to Elected Members on Council business subject to availability, accountability provisions and rules.

3.4 Where Council vehicles are not available, private vehicles may be used to travel outside the Taranaki region subject to the approval of the Chief Executive first being obtained.

This shall not apply to Elected Members travelling on authorised Council business within the Taranaki province.

3.5 Where the use of private vehicles is approved, costs will be reimbursed at the current rates as approved by the Remuneration Authority as provided in the Local Government Act 2002.

This shall not apply to private vehicles used pursuant to Clause 3.6.

3.6 Where the use of a private vehicle is approved on the basis of convenience for the Elected Member, expenses to be reimbursed will be limited to the appropriate airfare or current mileage rates, whichever is the lesser.

- 3.7 All claims for travel reimbursement in terms of the above shall be submitted on Council's Standard Expense Form.
- 3.8 In regard to the inter-department use of vehicles, a charge of 60c per kilometre will be made where the distance travelled is greater than 20 kilometres.
- The borrower of such vehicles shall complete the "Use of Vehicle" Form, as shown in Appendix 2, for action by the respective department.
- 3.9 When Elected Members are required to stay away from home while on Council business, and opt to stay in private accommodation rather than public accommodation then an accommodation allowance of \$50.00 per night may be claimed by the Elected Member by completing the appropriate Claim for Expenses Sheet. The Elected Members claim must be authorised by the Chief Executive Officer.
- 3.10 When Elected Members are required to incur business related expenses such as taxis, meals etc, these will be reimbursed on a fair and reasonable basis. The Claim for Expenses Sheet must be completed with receipts attached where possible. The Elected Members claim must be authorised by the Chief Executive Officer.