



THE WOMEN'S COLLEGE

Within the University of Sydney

**TRAVEL AND TRANSPORT, ACCOMMODATION, MEALS AND INCIDENTALS POLICY
(STAFF, STUDENTS AND VOLUNTEERS)**

For Staff

1. Travel and Transport

1.1. Travel by Air

The College will book and pay for all reasonable work-related travel by air. Details of the reason for travel, dates, times and other booking requirements will need to be forwarded to the Business Manager/Assistant Business Manager as early as possible, but no later than two weeks before travel is required.

1.2. Travel by Car

Staff can be reimbursed at the ATO rate per kilometre for work-related travel by providing a written record of kilometres travelled (start ODO and end ODO), locations and travel reasons within two weeks of the travel to the Business Manager/Assistant Business Manager.

1.3. Travel by Taxi

The College uses Cabcharge Digital Passes for work related travel. These are set up by the College and will be emailed to the staff member's email account. Details of the reason for taxi travel, required dates, number of trips, estimated spend, and other requirements (i.e. if large items are being taken) will need to be forwarded to the Business Manager/Assistant Business Manager as early as possible, but no later than one week before the pass is required.

1.4. Travel by Public Transport

Staff can be reimbursed for work-related travel on public transport by providing receipts or proof of expenditure (i.e. print out of Opal charges) to the Business Manager/Assistant Business Manager within two weeks of the travel.

2. Accommodation

- 2.1. The College will book and pay for all work-related accommodation. Details of the reasons for accommodation, dates, times and other booking requirements will need to be forwarded to the Business Manager/Assistant Business Manager as early as possible, but no later than two weeks before accommodation is required.

3. Meals and Incidentals

- 3.1. The College pays allowances for meals and incidentals based on ATO rates (TD2023/3). ATO Advice details can be found here: <https://www.ato.gov.au/individuals-and-families/income-deductions-offsets-and-records/deductions-you-can-claim/cars-transport-and-travel/overnight-travel-expenses-and-allowances/travel-allowances-for-overnight-travel/declaring-your-travel-allowance-and-claiming-expenses>.
- 3.2. Details of the location of work activity, dates, number of breakfast, lunch and dinners missed will need to be supplied to the Business Manager/Assistant Business Manager as early as possible, but no later than two weeks before meal allowances are required. Allowances will not be paid for lunches and dinners if they are provided at the activity the staff member is attending.



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- 3.3. Meal and incidental allowances are paid in the pay-cycle before the intended travel; they will show as an allowance on the payment summary for individual staff members. Staff may keep their own records and submit receipts with a claim if they spend more than the reasonable rate (see ATO advice).

For Students and Volunteers

4. Travel and Transport

4.1. Travel by Air

The College will book and pay for all reasonable work related travel by air for students and volunteers. Staff organising the work-related activity will need to send details of the reason for travel, dates, times and other booking requirements to the Business Manager/Assistant Business Manager as early as possible, but no later than two weeks before travel is required.

4.2. Travel by Car

Students and volunteers can be reimbursed at the ATO rate per kilometre for work-related travel. Staff organising the work-related activity will need to ensure students and volunteers send details of reason for travel, dates of travel, a written record of kilometres travelled (start ODO and end ODO), locations and travel reasons to the Business Manager/Assistant Business Manager within two weeks of the travel.

4.3. Travel by Taxi

The College uses Cabcharge Digital Passes for work-related travel. These are set up by the College and will be emailed to the email account of the students and/or volunteers. Staff organising the work-related activity will need to send details of the reason for taxi travel, required dates, number of trips, estimated spend, and other requirements (i.e. if large items are being taken) and the email of the student or volunteer, to the Business Manager/Assistant Business Manager as early as possible, but no later than one week before the pass is required.

4.4. Travel by Public Transport

Students and volunteers can be reimbursed work-related travel on public transport by providing receipts or proof of expenditure (i.e. print out of Opal charges) to the Business Manager/Assistant Business Manager within two weeks of the travel.

5. Accommodation

- 5.1. The College will book and pay for all reasonable work related accommodation for students and volunteers. Staff organising the work-related activity will need to send details of the reasons for accommodation, dates, times and other booking requirements to the Business Manager/Assistant Business Manager as early as possible, but no later than two weeks before accommodation is required.

6. Meals

- 6.1. A payment to students/volunteers is an allowance when it is a definite, predetermined amount to cover an estimated expense. It is paid even if the volunteer does not spend the full amount. A payment to a volunteer is not assessable income when the payment is to meet incurred or anticipated expenses. ATO Advice on Volunteer Allowances details can be found here: <https://www.ato.gov.au/businesses-and-organisations/not-for-profit-organisations/types-of-not-for-profit-workers/not-for-profit-volunteers/paying-volunteers/allowances>



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- 6.2. The Colleges pays allowances for meals based on ATO rates (TD2023/3). Meal allowances will only be paid on the basis of meals missed on a reasonable basis. Where it is possible students should have breakfast at College before travel or request a late dinner via the late meal process. Allowances will not be paid for lunches and dinners if these are provided at the activity the student or volunteer is attending.
- 6.3. Staff organising the work-related activity will need to send details of the location of work activity, dates, number of breakfasts, lunches and dinners missed to the Business Manager/Assistant Business Manager as early as possible, but no later than two weeks before meals are required.

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