



**uniting
church**
in Australia,
Synod of NSW & ACT

Travel Reimbursement Policy

For Those in a Volunteer Activity

| | |
|----------------------|-----------------------------|
| Title | Travel Reimbursement Policy |
| Creation Date | November 2018 |
| Version | 1.0 |
| Last Revised | 15 February 2019 |
| Approved by | GNRC Minute 24/18 |
| Approval date | 22 November 2018 |

Table of Contents

| | |
|---|----------|
| 1. INTRODUCTION | 3 |
| 2. CATEGORIES OF CLAIMANTS | 3 |
| 3. PROCESS FOR TRAVEL REIMBURSEMENT CLAIM SUBMISSION AND APPROVAL..... | 3 |
| 4. MILEAGE RATES..... | 4 |
| 5. LOG BOOK..... | 4 |
| 6. FOR FURTHER INFORMATION..... | 4 |

1. Introduction

This document has been prepared to assist Church organisations when paying out of pocket travel expenses to members acting in a volunteer capacity, by providing an overview of the processes, rates and documentation required therein.

For further information in regards to this document, please contact the Employment and Industrial Relations Manager Uniting Resources, Mrs. Vicki Roper on VickiR@nswact.uca.org.au or call 02 8267 4365.

2. Categories of Claimants

The following categories of claimants have been identified:

a) Disaster Recovery Chaplains:

Disaster Recovery (DR) Chaplains are volunteers, i.e. undertake Disaster Recovery over and above the obligations attaching to their Placement.

The Placement will acknowledge that the Minister is a DR Chaplain and may be asked to volunteer and, all other things being equal, the Placement will agree to facilitate this involvement or activity at no extra cost aside from the payment of casual preaching fees.

b) Synod Committee Members:

Anyone elected or appointed to a Synod Committee is regarded as a volunteer unless their Committee or Board is formally remunerated.

Some of these roles may be eligible for reasonable travel reimbursement which is evidence based, or the individual's Terms of Placement or Position Description explicitly specifies involvement in that Committee.

Notably, this policy applies to Synod engagement activities and should not be confused with a Minister's involvement with Presbytery or similar activities. This participation is expected of all Ministers and it would be expected that mileage would fall within the kilometres agreed in the Terms of Placement and paid separately, as a travel component, under the prevailing 'Stipend and Allowance Information Table'.

3. Process for Travel Reimbursement Claim Submission and Approval

The following outlines the process for lodgement of travel reimbursement claims as they relate to each category of claimant:

a) Disaster Recovery Chaplains:

1. Claimant completes the [Travel Reimbursement Form](#).
2. For any *mileage* being claimed, please attach a copy of the completed logbook as supporting evidence.
([Sample Log Book Page](#))
3. Any non-mileage related and reasonable travel reimbursement expenses will need to have accompanying receipts (tax invoice and/or supporting documents) provided.
4. Remit the completed Travel Reimbursement Form (with related supporting evidence) to the Disaster Recovery Coordinator for approval.

5. Once approved, these forms will then be submitted for payment processing into the DR Chaplain's nominated personal bank account via the next available payment run.

b) **Synod Committee Members:**

1. Claimant completes the [Travel Reimbursement Form](#).
2. For any *mileage* being claimed, please attach a copy of the completed logbook as supporting evidence.
([Sample Log Book Page](#))
3. Any non-mileage related and reasonable travel reimbursement expenses will need to have accompanying receipts (tax invoice and/or supporting documents) provided.
4. Remit the completed Travel Reimbursement Form (with related supporting evidence) to the person designated as the point of approval for the Committee's expenses, e.g. Executive Officer.
5. Once approved, these forms will then be submitted for payment processing into the Claimant's nominated personal bank account via the next available payment run.

4. Mileage Rates

The mileage rate payable to anyone engaged in a volunteer activity is that set by the Australian Taxation Office (ATO) as adjusted from time to time.

The prevailing rate is 68 cents per kilometre as at 01 July 2018.

5. Log Book

Mileage claimants are required to keep a pre-printed logbook (available from stationery suppliers) or can make their own logbook [Sample Log Book Page](#)

There are also many vehicle logbooks available on line that can be used to track Church business related mileage.

Each logbook you keep must contain the following information:

- when the logbook period begins and ends
- the car's odometer readings at the start and end of the logbook period
- the total number of kilometres the car travelled during the logbook period
- the Church business-use kilometres component for the journey(s)
- the number of kilometres travelled for *each* journey recorded in the logbook. You will need to record the:
 - start and finishing dates of the journey
 - odometer readings at the start and end of the journey
 - kilometres travelled
 - reason for the journey.

6. For Further Information

For general information on travel expense reimbursement, please contact the Accounts Payable Team of Uniting Resources Finance Department:

Finance Department (Accounts Payable) – Uniting Resources fmsg@nswact.uca.org.au

