



COUNCIL POLICY 2.7

Travel Expenditure Policy

Version: V1

PURPOSE

The purpose of this policy is to establish a policy and guidelines for accepting and claiming for Travel benefits by Employees and Councillors.

PROVISIONS

1 All travel expenditure must:

- be for official purposes;
- be properly documented with the purpose identified;
- be available for scrutiny by both internal and external audit;
- appear appropriate and responsible and withstand the public defensibility test;
- be in accordance with the adopted budget.

2 When accepting any travel concession, particular care should be taken to avoid any possible conflict of interest. It is particularly important that such situations should not be perceived or construed as providing an incentive for any commercial transactions.

3 In all instances of travel expenditure booked or provided to Employees when attending conferences, training courses or other Council related business, the Chief Executive Officer (CEO), Executive Management or delegate should **be comfortable in disclosing the expense (the public defensibility test)**. The CEO or delegate should be satisfied that the claim (including appropriate documentary evidence) is reasonable, prior to the authorisation of any such payment or reimbursement.

Due consideration also needs to be given to factors such as accepted community practice or standard. Decisions should be able to withstand the public defensibility test.

4 Travel can be incurred where it is considered essential to facilitate the conduct of public business through persons who are able to do so, either by advice or because of their vocations or business needs and restricted to the authority of the CEO and direct reports.

1. any special pricing deals being taken advantage of.
2. Mayor, Councillors and Executive Management be required to access any special fares from Horn Island to Cairns. Where travel is further than three hours from departure airport then Business Class travel is available. Such travel requires booking more than a month in advance.

3. Where knowledge of attendance **is in advance of 1 month** then travel should be sourced as soon as possible after authorisation to travel either by Council, CEO, Executive Management or Finance Manager

5 All Council Orders for expenditure of this nature must be authorised by the CEO, Executive Management or Finance Manager prior to incurring such expenditure. Such authorisation must be documented, either electronically or in hard copy, and there must be a record of this maintained. The Council, CEO, Executive Management or Finance Manager able to authorise expenditure on Travel expenditure must be sure there is a clear benefit to the residents and ratepayers, and that both the type of event and the costs are reasonable before incurring or approving such expenditure.

6 When travel is booked any **subsequent travel alteration is to be at the expense of the traveller unless such change is required to further facilitate Council business** or associated activity requiring booking alteration.

7 The Mayor, CEO and Executive Management issued with a Credit Card in the name of Torres Shire Council may use this card for the payment of complying travel expenditure subject to the terms and conditions of use of such Credit Card.

This policy is always subject to the allocation of funding in the Annual Budget.

RELEVANT LEGISLATION

- *Local Government Regulation 2012*

DOCUMENT CONTROL

Version	Resolution Date	Resolution No.	Policy Author
V1	20 May 2025	25/5/26	CEO and Executive Management

Review Frequency: Yearly