



MPRA TRAVEL AND MOTOR VEHICLE ALLOWANCE POLICY

Policy No:	5	Date Approved:	16.07.2024
Version:	1	Date Revised:	
Endorsed by:	Murdi Paaki Regional Assembly	Date to be reviewed:	July 2024

BACKGROUND

The Murdi Paaki Regional Assembly (**MPRA**) is the peak Aboriginal governance body for the Murdi Paaki Region, representing the interests of Aboriginal and Torres Strait Islander Peoples throughout Western NSW.

Murdi Paaki Services Ltd (**MPSL**) is a legal entity established to support the political, cultural, economic and social initiatives of the MPRA.

MPRA members (or their nominated representatives), employees and volunteers of MPRA may be paid a travel and motor vehicle allowance when travelling for purposes related to performance of their functions for MPRA and/or MPSL, including attendance at MPRA forums.

POLICY INTENT

This policy documents the conditions under which MPSL may approve and book travel arrangements for:

- MPRA and MPSL members (or their nominated representatives);
- MPRA Chairperson;
- MPSL Directors;
- MPSL employees;
- Volunteers of MPRA and MPSL.

The purpose of this policy is to ensure that:

- MPRA and MPSL members (or their nominated representatives), MPRA Chairperson, MPSL Directors, MPSL employees, and volunteers of MPRA and MPSL have a clear understanding of the requirements of this policy in relation to travel protocols and administration;
- funds are managed in a manner that ensures transparency and accountability; and

Murdi Paaki Regional Assembly is the peak representative structure that represents the interests of Aboriginal and Torres Strait Islander people in 16 communities across the Murdi Paaki region.

Bourke
Collarenebri
Goodooga
Menindee

Brewarrina/Ngamba
Coonamble/Wan-Gali
Gulargambone
Walgett/Gamiloroi

Broken Hill
Dareton/Wentworth
Ivanhoe
Weilmoringle

Cobar
Enngonia
Lightning Ridge
Wilcannia

- effective, efficient and consistent travel management is introduced in relation to the attendance at meetings associated with the MPRA and MPSL and other travel related to the operations of MPRA and MPSL.

SCOPE

This policy applies to:

- MPRA and MPSL members (or their nominated representatives);
- MPRA Chairperson;
- MPSL Directors;
- MPSL employees; and
- volunteers of MPRA and MPSL.

For the purposes of this policy, the above will be collectively referred to as 'Staff' or 'Staff members' – this does not imply an employment relationship where none explicitly exists.

DEFINITIONS

Business Travel	Travel by Staff required for purposes relating to the performance of the functions of MPRA and/or MPSL, including meetings of MPRA, which is authorised by MPSL.
Meetings	MPRA Assembly Forums and any other meetings associated with the official business of MPRA and/or MPSL
Motor Vehicle Allowance	<p>A monetary allowance given to Staff for motor vehicle expenses incurred in travelling to and from Meetings or for other Work-related Activities by private vehicle where MPSL does not provide a vehicle for the Staff member's use. The default rate of motor vehicle allowance is sourced from applicable Australian Taxation Office (ATO) rates and are subject to change.</p> <p>Note: The cents per kilometre rate incorporates decline in value, registration and insurance as well as maintenance, repairs and fuel costs. You can't add these expenses on top of the rate when calculating the amount of the allowance.</p>
Travel Allowance	A monetary allowance given to cover the cost of meals and accommodation for the duration of each meeting. The rate of travel allowance is sourced from applicable ATO rates and are subject to change.
Work-related Activities	Activities (other than Meetings) required for the official business of MPRA and/or MPSL.

RESPONSIBILITIES

It is the responsibility of MPSL to ensure that:

- Staff members are aware of this policy;

- appropriate controls are in place to ensure the appropriate application of this policy; and;
- any breaches of this policy coming to the attention of management are dealt with appropriately.

It is the responsibility of all Staff to ensure that travel for business purposes conforms to this policy.

TRAVEL

Travel Allowance

Expenses related to Business Travel are to be met by MPSL in accordance with this policy.

Staff members are to be paid a Travel Allowance to enable them to attend Meetings or perform Work-related Activities authorised by MPSL.

Travel Allowance is a flat rate paid directly to Staff to cover all meals, accommodation and other expenses for the duration of each Meeting or Work-related Activities and will only be payable where the Staff member is required to stay overnight away from home in commercial accommodation to attend the Meeting or perform the Work-related Activities.

Motor Vehicle Allowance

Where a Staff member is required to use a private vehicle for Business Travel, the Staff member will be paid a Motor Vehicle Allowance by MPSL. This payment is additional to any Travel Allowance.

Procedure:

Prior to any Business Travel, Staff and MPRA members must complete a 'Murdi Paaki Services Ltd Travel Form' in which they enter the details of their mode of transport, duration of their stay away from home for the Meeting or Work-related Activity and the distance which will be travelled by private vehicle (in kilometres). This form must be forwarded to one of the following people to arrange approval and payment, with a minimum of three (3) days notice prior to travel being undertaken:

Jayde George – jayde.george@mpr.com.au

Elly-May Hand – admin@mpr.com.au

(If Staff need to travel other than by private vehicle, they must attach details of any proposed car hire, public transport or flight to the 'Murdi Paaki Services Ltd Travel Form' and forward this form to MPSL. MPSL will then contact the Staff member to discuss whether payment can be made.)

Staff must book and pay for their own accommodation and meals using the Travel Allowance and pay for their own fuel and other motor vehicle costs using the Motor Vehicle Allowance.

Information for MPRA Members

MPRA Members will be contacted by the MPRA Secretariat Coordinator to complete their travel allowance forms. All travel allowance forms must be completed and returned to the secretariat coordinator by COB Wednesdays unless alternate arrangements have been made. The MPRA Secretariat will then forward all travel forms to the CEO of MPSL for approval.

As noted at the MPRA meeting held on the 5th of December 2023, going forward, MPRA members will receive 50% of their travel allowance payment on the last business day before the intended travel date, the other 50% of the allowance will be released once signed on at the meeting being held.

Unused Travel and Motor Vehicle Allowances

If a Staff/ MPRA Member receives a Travel Allowance and/or Motor Vehicle Allowance (or any other travel-related payment from MPSL) and does not attend the relevant Meeting or perform the relevant Work-related Activities (in whole or part), the amount of the allowances (or relevant portion) must be refunded to MPSL as soon as possible.

If payment is not received within 7 days after the end of the relevant Meeting or the date on which the relevant Work-related Activities were to be performed, MPSL may send a letter to that Staff/MPRA Member requiring that the allowance be refunded within 7 days of the letter.

If the allowance is not refunded within the required timeframe, MPSL may elect to apply 50% of the amount to be refunded against Travel Allowance and/or Motor Vehicle Allowance which would otherwise be paid for subsequent Business Travel.

Allowances received by Staff/MPRA members from MPSL cannot be used for private or personal purposes or by any other persons.

REPORT TO MEMBERS:

All Travel Allowances, Motor Vehicle Allowances and other expenses paid by MPSL to Staff are reported in the MPSL financial statements.

FORMS:

Murdi Paaki Regional Assembly Travel Form