

30. TRAVELLING ALLOWANCE

General

30.1 An employee will not be paid an allowance in respect of accommodation and/or meals provided under by-law 30.3, where the employee chooses to utilise other services. In circumstances where the travel undertaken is in excess of 21 days, travel allowance as per this by-law shall cease to be paid. In lieu of travel allowance the employee shall receive a living away from home allowance, at a rate determined by the Commissioner.

30.2 Travelling allowance is not payable where the employee is absent:

- (a) from the temporary duty locality during any period of leave, whether paid or unpaid; or
- (b) during any period of unpaid leave.

Eligibility and payment - overnight travel

30.3 Where an employee, in the course of employment, is required to travel away from headquarters which extends overnight the CEO may:

- (a) provide at no cost to the employee, reasonable accommodation or meals, or both accommodation and meals; or
- (b) pay a travelling allowance to the employee, as determined by the Commissioner, in respect of accommodation or meals, or both accommodation and meals; or
- (c) where the allowance determined by the Commissioner is not considered appropriate in respect of a particular travel situation, the CEO may substitute a lesser amount of allowance;

and, in addition, pay an allowance as determined by the Commissioner for incidental expenses incurred or likely to be incurred by the employee.

Payment where travel is not overnight

30.4 Where an employee, in the course of employment, is required to travel away from headquarters which does not extend overnight, the CEO may:

- (a) reimburse an employee costs necessarily incurred; or
- (b) provide a travelling allowance for meals taken away from headquarters due to that travel.

- 30.5 This by-law does not apply in circumstances where the travel undertaken is normal to the duties usually undertaken by the employee which are regularly performed away from headquarters.
- 30.6 In circumstances where the travel undertaken is in excess of 21 days, travel allowance as per this by-law shall cease to be paid. In lieu of travel allowance the employee shall receive a living away from home allowance, at a rate determined by the Commissioner.