



• Policy Name	• Use of Private Vehicle Policy for Staff
• Version No.	• V1
• Approved by Board on	• 27 March 2017
• Review Dates	• February 2018, 2019, 2020
• Amendment Dates	•

### Use of Private Vehicle Policy for Staff

The following policy shall apply to staff travel using a personal vehicle.

#### Procedure

In conducting the business of Southern Tablelands Arts Inc. staff may apply for remuneration to cover travel costs within the following conditions:

1. When the office car is not available for use as the Executive Director requires the vehicle for other work, staff may request prior approval for the use of their private vehicle.
2. The request must be made in writing specifying:
  - a. Proposed date
  - b. Purpose
  - c. Addresses of departure and destination points
  - d. Odometer reading at the beginning and at the completion of the travel
  - e. Comprehensive Insurance Policy Details (number and date of expiry) and vehicle registration details (Registration No. expiry of registration, name car registered to, address of registrant)
3. The use of private vehicle must be approved in writing prior to the travel undertaken.

#### Reimbursement

1. The employee may seek vehicle usage allowance or simply claim travel expenses in their annual tax return if they meet ATO requirements.
2. Payment for using private vehicle for official business may only be made for prior approved travel.
3. Prior to any payment, the employee must certify that all travel took place as approved.

Reimbursement for travel does not cover time or distance of travel to and from work.

#### Relevant documents

Staff Contracts

Clerk Private Sector Award 2010 as amended from time to time.

Final confirmed Approved out of session 10 April 2017