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# Community Broadcasting Foundation

## Travel and Accommodation Guidelines

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<b>Approval Authority</b>	CBF Board / CEO
<b>Advisory Committee</b>	Finance, Audit and Risk Management (FARM) Committee
<b>Approval date</b>	June 2012
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## Policy

The purpose of this policy is to ensure that CBF volunteers and staff have a clear understanding of the CBF's travel and accommodation guidelines and the associated administrative requirements. Travel and accommodation for CBF staff, members of the Board, advisory committees, and other committees ("team members") will normally be arranged by the CBF Administrative Team and will be provided with the best available service at the lowest possible costs. Team members are entitled to reimbursement of reasonable additional costs incurred in attending meetings, by completing an Expense Claim Form, available from the CBF Administrative Team.

The CBF does not pay travel allowances to team members.

## Responsibilities

It is the responsibility of the CBF Management to ensure that:

- Team 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 brought to the attention of management are dealt with appropriately.

It is the responsibility of all team members to ensure that travel for CBF purposes conforms to this policy.

## Practices

### Air travel

All domestic travel and associated expenses should be pre-approved by the CEO.

The CBF Administrative Team will organise all required air travel. Choice of carrier will normally be based on the most cost-effective option for the CBF at the time. This usually requires booking 14 to 30 days in advance and on a non-refundable ticket.

In the event of cancellation of a non-refundable ticket the airlines may charge a fee and issue a credit that must be used by the same passenger within a year. If a penalty is incurred due to change of travel arrangements for private reasons a member is expected to cover those additional costs.

Membership of a carrier's Frequent Flyer program will not determine choice of carrier.

The CBF Administrative Team will book excursion fares when this is convenient and cost-effective and will advise members of any restrictions applying to the fare.

Members may choose to have an excursion fare booked on their behalf, or otherwise vary their travel if, for example, they wish to stay in Melbourne for a weekend after a meeting or make a stopover elsewhere for personal reasons. Where the total cost of travel is greater than the cost of the fare that would have otherwise been booked by the CBF, the member will be required to pay the difference. (If the net cost is less than would have otherwise been the case, the member will not be entitled to benefit from the saving.)

The CBF will pay for travel and accommodation expenses for team members only. The travel and accommodation costs for spouses/partners of a team member will not be paid for or reimbursed.

Frequent Flyer Programs: Members may retain for their own benefit any frequent flyer points accrued against flights paid for by the CBF. However, the CBF will not reimburse any part of the cost of membership of frequent flyer programs, nor membership of the Qantas Club or other such airline membership clubs. The CBF may change its preferred carrier at any time.

In the case of a retiring team member that holds a travel credit, that team member can purchase any remaining travel credits off the CBF for half price (or as agreed with the CBF). This payment is to be approved by the CEO.

## Taxis / Uber

Cabcharge vouchers will be issued to team members of the CBF to cover required taxi travel. Cabcharge vouchers must be used only for CBF meeting-related travel, and not for personal use. The cost of taxi or Uber trips for which vouchers are not available can be reimbursed on completion of an Expense Claim Form with a receipt attached.

## Private vehicle allowance

Private vehicle allowance is payable if the distance travelled exceeds 50 kilometres return, and it is not convenient or cost-effective to use public transport. Payment is calculated in line with [ATO recommendations and guidelines](#). (See Appendix D: Private car travel rates in 2024-25) Where a team member elects to travel by private vehicle the total reimbursement provided will be capped at a level equivalent to the most cost-effective airfare available. CEO approval is required.

*The CBF will not cover the costs of any fines (parking, speed, red light and similar) or any vehicle service costs that a team member may incur while traveling in a private vehicle for CBF purposes.*

## Parking fees

Airport parking fees may be reimbursed if the applicable fees are less than the cost of cab fare that would otherwise have applied, or if it is not practical to use a taxi.

## Accommodation

Accommodation will be arranged by the Administrative Team and the costs will be paid for by the CBF. If a team member is travelling for a one-day meeting, accommodation will be paid for a maximum of one night (*unless a team member is returning to a remote area and there are no flights available after the meeting*).

If a team member wishes to extend a stay for private purposes, prior arrangements for payment should be made with the CBF Administrative Team.

Movies and other entertainment charged to the room will not be reimbursed. Charges such as mini-bar and other personal services will not be reimbursed unless within the meals & incidentals reimbursement policy outlined below.

When traveling with a companion a team member is responsible for any additional charges above single occupancy (i.e. larger room cost, additional meals, other costs).

## Meals & incidentals

- Breakfast will normally form part of the accommodation tariff. Alternatively, team members may pay for breakfast separately and claim reimbursement, in line with [ATO recommendations and guidelines](#). A receipt must be provided.
- Lunch for meetings will normally be provided by the CBF or will be reimbursed in line with [ATO recommendations and guidelines](#).

Dinner- team members may claim for an evening meal, including beverages in line with [ATO recommendations and guidelines](#). A receipt must be provided. See Appendix E: Meal rates in 2024-25 *The CBF will pay for accommodation, meals and minor associated costs only*. Charges more than \$10 for telephone calls, internet and other out-of-pocket expenses which form part of a hotel bill are the responsibility of team members.

## Other

Any other costs related to travel and accommodation must be approved by the CEO.

## Non-reimbursable expenses

The following items will not be reimbursed by the CBF:

- Fines for parking or driving violations
- Movies, various personal entertainment
- Laundry services (if trip is less than five days)
- Lost or stolen personal property (including cash)
- Personal expenses such as haircut, toiletries, clothing, etc.
- Costs incurred due to change in transportation or hotel reservations for private reasons
- Companion expenses (including travel, meals and similar)
- Unnecessarily excessive costs (i.e. very expensive restaurants or exclusive hotels) not warranted by the circumstances.
- Personal reading material
- Excess baggage or heavy weight charges if due to personal items.

## Traveling during Covid-19

### Vaccination

The CBF expects that all team members traveling on behalf of the CBF or for CBF purposes are fully vaccinated and eligible for travel before their travel is approved and organised.

### Travel / Border restrictions

The CBF Administrative Team will advise team members about any Government related travel restrictions or requirements before their travel date. Team members are however encouraged to stay abreast of changing travel restrictions themselves and are responsible for ensuring that all border and travel control requirements are applied for and adhered to, such as border passes, quarantine arrangements and COVID tests.

### Safety measures

All team members are responsible for ensuring that whilst travelling on behalf of or representing the CBF, that they adhere to all Government sanctioned safety measures such as wearing masks, social distancing and maintaining appropriate hygiene controls.

### Insurance

The CBF will purchase travel insurance for all team members travelling on behalf of the CBF during COVID-19. This insurance however only covers some medical and other small costs relating to COVID-19. The CBF Administrative Team will purchase the insurance, but team members are responsible for managing the insurance policy – including any necessary claims.

## Appendix A: Maximising comfort – long distance traveller

Long distance travellers are those who must take more than one flight or travel for more than five hours by plane to attend a CBF meeting. To maximise comfort long distance travellers can:

- Advise the Administrative Team of their seating preferences (e.g. aisle seat, bulkhead, front or exit row seats), who will then make seat requests upon booking travel.
- Advise the Administrative Team to request a “Blue Zone” seat where available when travelling on Virgin Airlines.
- Add seating preferences (aisle, front or bulkhead seats only) to their Qantas Frequent Flyer profile (Frequent Flyer Gold, Silver and Qantas Club members only).

## Appendix B: Maximising comfort – accessibility and special needs

Team members with a disability or special needs are asked to inform the CBF Administrative Team of any special travel requirements that will make your travel more comfortable, such as an accessible hotel room, airline seat preferences or any special dietary requirements.

## Appendix C: Child and dependent Care

Where Board and Committee members incur additional reasonable family care costs as a direct result of CBF responsibilities they shall be reimbursed at the following indicative rates:

### Childcare\* \* (rates inc. GST)

- Babysitter - \$25-\$35 per hour Nanny / Agency - \$30 - \$40 per hour - plus, daily booking fee - \$25 - \$30
- Family day care - \$7.50 - \$16.80 \$per hour

### Primary Disability and Elder care\*\* (rates inc. GST)

- Five.good.friends agency <https://www.fivegoodfriends.com.au/pricing/self-managed-hcp>
- Prices \$62 - \$72/hr <https://www.fivegoodfriends.com.au/pricing/care-managed-hcp>

Reimbursement shall be made on production of receipts or other evidence of expenditure using the existing CBF Expense Claim Form.

## Appendix D: Private car travel rates in 2024-25

The rate is: 88 cents per kilometre for 2024-25

<https://www.ato.gov.au/businesses-and-organisations/income-deductions-and-concessions/income-and-deductions-for-business/deductions/deductions-for-motor-vehicle-expenses/cents-per-kilometre-method>

## Appendix E: Meals allowance in 2024-25

Full and detailed information can be found here:

<https://atotaxrates.info/allowances/ato-reasonable-travel-allowances/>

The 2024-25 reasonable amount for overtime meal expenses is \$37.65

Reasonable amounts given for meals for employee (domestic travel) are as follows:

- breakfast \$30.35
- lunch \$34.65
- dinner \$59.75