CITY OF LOGAN

Employee Travel Policy

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1. Purpose

1.1 Overview

Employee travel is necessary to support Council's operations, professional development, and engagement in activities that deliver value to the community. The purpose of this policy is to provide clear direction for travel and accommodation arrangements for Council officers (employees) who attend intra-state, interstate and overseas conferences, meetings, seminars, courses, study tours and promotional tours or similar, and to provide for the reimbursement of approved expenses at these events. The policy ensures that travel is undertaken efficiently, cost-effectively, and in a manner that upholds the integrity and reputation of Logan City Council.

1.2 Legislative Context

This policy is aligned with the *Local Government Act 2009* (Qld), specifically the Principles in Section 4, and the *Local Government Regulation 2012* (Qld).

2. Principles

To achieve consistent outcomes, Council is guided by the following principles:

2.1 Value for Money

Council employees must ensure that all travel and accommodation arrangements represent value for money and are necessary for the conduct of Council business.

2.2 Accountability and Transparency

All travel must be approved in accordance with this policy, with clear documentation and reporting to ensure transparency and accountability in the use of Council resources.

2.3 Safety and Wellbeing

Council is committed to the safety and wellbeing of employees undertaking travel on Council business, including the provision of appropriate facilities and support.

3. Our Approach to Employee Travel

3.1 Approving Authority for Travel

The following approval authorities apply to any travel undertaken by employees:

International Travel:

- International travel for the Chief Executive Officer must be approved by the Mayor.
- International travel by all other Council Officers must be approved by the Chief Executive Officer.

Domestic Travel:

- Domestic travel for the Chief Executive Officer must be approved by the Mayor.
- Domestic travel for Executive General Managers must be approved by the Chief Executive Officer.
- Domestic travel for all other Council Officers must be approved by an Executive General Manager.

3.2 Allowable Expenditure

Council employees travelling on Council business may incur reasonable and appropriate expenditure necessarily ancillary to their travel, including:

- Conference registration fees
- Accommodation charges
- Principal transport fares, including airfares
- Reasonable transportation costs between airports, venues, and accommodation (excluding valet parking)

All monetary limits and amounts will be indexed annually in accordance with the Consumer Price Index rate.

Air Travel:

All air travel is to be economy class, except for flights greater than 5 hours, where business class may be used. When booking air travel, employees must select the Lowest Practical Airfare (LPA) available on the day of booking.

Where an employee elects to drive rather than travel by air, a cost benefit analysis must be submitted with the travel proposal for approval. Reimbursement for private vehicle use is limited to the equivalent of the **LPA** or actual costs, whichever is less.

Accommodation:

Reasonable expenses may be incurred for overnight accommodation when it is not reasonable for the individual to return to their primary point of residence.

Incidental Allowance:

Employees required to travel intra-state, interstate or overseas as part of their official duties shall be paid a daily incidental expense allowance for each day of travel ending with an overnight stay:

- International travel: $60.00 per day
- Intra-state and interstate travel: $35.00 per day

The allowance is not required to be acquitted upon return.

Meal Expenses:

Council will reimburse reasonable costs for:

- Breakfast each morning associated with an overnight stay
- Lunch whilst travelling or at a conference if not provided
- Dinner in the evening associated with an overnight stay
- Reasonable meal and beverage expenses (excluding alcohol)

Accompanying Guests:

All costs associated with guests accompanying employees (including partners) are to be personally met by the Council employee.

Hosting:

Employees may host a meal or refreshment for conference delegates, sponsors or business guests up to a maximum value of $200 per event at their discretion. The employee may, in reasonable circumstances, spend over $200 with the prior written approval of their supervisor.

Dry Cleaning and Laundry:

Where the absence of an employee from home exceeds 5 days, reasonable costs associated with dry-cleaning and/or laundry of clothing are permissible.

Other Expenditure:

All other expenditure for incidental costs such as items purchased from hotel/motel mini-bars, in-house movies, internet for personal use, tours, partners programs, entertainment, personal phone calls (except to notify immediate family of arrival and well-being) and other personal items or services will be at the expense of the employee.

3.3 Supporting Documentation and Reimbursement

Employees must obtain and include documentation evidencing all expenditure claimed for reimbursement. Requests for out-of-pocket expenses not covered by the incidental allowance are to be submitted by the employee upon their return.

3.4 Personal Travel in Conjunction with Business Travel

Where official travel is extended for personal reasons, reimbursement will only cover expenses that would have been incurred if the private element was not undertaken.

3.5 Payment with Corporate Credit Card

The use of corporate credit cards by employees is subject to Council's Management Directive regarding corporate credit cards. Credit cards may be used for payment of accommodation, meals (excluding alcohol), laundry, and work-related telephone expenses, but not for entertainment or hosting expenses except as permitted by Council policy.

3.6 Reward and Loyalty Program Points

Employees may accrue reward and loyalty program points associated with travel at no extra cost to Council. Council does not require recording or reimbursement of such points.

3.7 Insurance

Council will provide travel insurance for employees whilst on official Council business.

- employees intending to travel overseas must provide travel details to the Corporate Governance branch to ensure coverage and obtain emergency contact information.
- If travel includes private charter flights, Corporate Governance must be notified prior to booking.
- Council will not provide travel insurance for personal/private travel or accompanying persons.

3.8 Interstate or Overseas Conference and Seminar Attendance

Council encourages the professional development of employees through attendance at conferences and seminars relevant to their roles and responsibilities. Attendance at such events supports organisational capacity building, knowledge sharing, and the promotion of Council's activities and reputation.

Approval and Registration

- All employees must obtain the relevant prior approvals to attend conferences or seminars.
- Domestic conference attendance requires approval from the employee's direct manager.
- Overseas conference attendance requires approval from the CEO.
- A completed 'Travel Proposal Including Approval to Attend Conferences Involving Travel' form must accompany all requests and payments related to conference or seminar attendance.
- Sufficient budget must be available, and the appropriate account number(s) provided with the request.

Participation and Expenditure

- Employees may incur reasonable expenditure ancillary to conference or seminar attendance.
- Purchase of conference proceedings or materials is permitted provided the materials are forwarded to Council's library for wider access.

Reporting and Knowledge Sharing

- Within 6 months of returning, employees must submit a report on the conference or seminar attended, using the approved template. Reports are to be distributed to supervisors and relevant employees, and, for overseas events, referred to the appropriate standing committee.
- Learnings from conferences and seminars must be shared with colleagues and, where appropriate, implemented in the workplace.

Presenting at Conferences

- Employees must obtain approval from their direct manager before presenting papers at conferences or seminars. Any fees received for presentations must be paid to Council.

4. Reporting

The traveller should prepare a report which includes:

- Period of travel
- Places visited
- Objectives of the visit
- Benefits gained from the travel, both for the individual and Council

Reports on the travel should be presented as follows:

- Chief Executive Officer to the Mayor, within 6 months of return from travel

- Executive General Managers to the Chief Executive Officer, within 6 months of return from travel
- Council employees to the Executive General Manager, within 6 months of return from travel.

International Travel Register:

The Finance General Manager will keep a register of international travel for the organisation with enough detail to allow for reporting purposes in accordance with the requirements of section 188 of the *Local Government Regulation 2012*. The register will contain information on international travel by employees with the following details:

- Name of the employee who undertook the international travel
- Position held by the employee
- Destination of the international travel
- Purpose and cost of the international travel
- Approval date

5. Definitions

Council business: Includes, but is not limited to, undertaking responsibilities or travelling in the capacity as Council officers; undertaking training; attending conferences; attending annual, presentation or award events; meetings with stakeholders.

Lowest practical airfare (LPA): The lowest fare available on the day the travel is booked, on a regular scheduled service (not a charter flight), which suits the practical business needs of the traveller.

Supervisor: For general officers, the supervisor is the General Manager; for General Managers, the supervisor is the Executive General Manager; for Executive General Managers, the supervisor is the Chief Executive Officer; for the Chief Executive Officer, the supervisor is the Mayor.

Reasonable: Moderate in price, necessary for business travel, and not considered excessive by general community standards.

6. Document Control

Version Control	File Number	Document Number	Council Min No.	Description of Change	Effective Date
1.0	1473118-1	19324589	9/2026	New policy adopted by Council.	10/04/2026