

Boonthamurra Native Title Aboriginal Corporation RNTBC Travel Policy

1. Boonthamurra Director's Travel Policy

A travel allowance is payable to each Director where they are required to travel to attend a Boonthamurra PBC meeting, or other approved PBC business, including training undertaken by a Director.

Boonthamurra PBC meetings include Board meetings, Annual General Meetings, and Native Title Holder meetings.

Meal and accommodation allowance

Where a Boonthamurra Director is required to travel to a Boonthamurra meeting which is **more than 100kms** away from the person's **primary place of residence*** meals and accommodation will be paid in accordance with the following criteria:

- accommodation and incidental allowance is paid when travel is more than 100kms one way payable at the Table 1 - ATO rate current at the time (**per Annexure 1**); and
- breakfast, lunch dinner and incidental allowances are payable at the ATO rate (when meals are not provided).

*Primary place of residence is taken to be the place at which the Director resides for at least 70% of the financial year. A Director is to advise the Board of a change to their primary place of residence within two weeks of the date of change.

Mileage

Where a Boonthamurra Director is required to travel to a Boonthamurra meeting which is **more than 40kms** away from the person's primary place of residence, mileage will be paid in accordance with the following criteria and is capped at \$1,200 (return) per Director.

The Boonthamurra PBC takes no responsibility for the condition and reliability of the vehicle used to travel to and from Boonthamurra meetings and accepts no liability for repairs to vehicles for incidents that occur in relation to travel to and from a Boonthamurra meeting.

Directors' Carers

This policy will also apply to Director's carers who assist a Director to travel to and from Boonthamurra meetings, with the mileage component of the allowance being paid to the Director (Mileage is usually paid to the owner of the vehicle –Barb will want this changed).

Distance and time travelled

Cost efficiency does not come at the expense of health and safety, and consideration will be given to safety and wellbeing concerns for Boonthamurra People. Boonthamurra People are not expected to travel more than 700 kilometres or 8 hours on any given day.

2. Boonthamurra Member and/or Native Title Holders Travel Policy

With the approval of the Board of Directors, Boonthamurra PBC members and/or Boonthamurra Native Title Holders may be eligible for travel assistance in accordance with this policy, where travelling to and from Boonthamurra meetings.

Boonthamurra PBC meetings include Board meetings, Annual General Meetings, and Native Title Holder meetings.

Meal and accommodation allowance

Where a Boonthamurra PBC member or a native title holder is invited to travel to a Boonthamurra meeting which is **more than 100kms** away from the person's **primary place of residence** meals and accommodation will be **reimbursed** upon receipt of a tax invoice in accordance with the following criteria:

- breakfast and dinner allowances are payable at the ATO rate (lunches are provided at Boonthamurra meetings).

Mileage

Where a Boonthamurra PBC member or a native title holder is invited to travel to a Boonthamurra meeting which is **more than 40kms** away from the person's primary place of residence, mileage will be reimbursed upon receipt of a tax invoice.

Vehicle roadworthiness

The Boonthamurra PBC takes no responsibility for the condition and reliability of the vehicle used to travel to and from Boonthamurra meetings and accepts no liability for repairs to vehicles for incidents that occur in relation to travel undertaken to and from a Boonthamurra meeting.

Distance and time travelled

Cost efficiency does not come at the expense of health and safety, and consideration will be given to safety and wellbeing concerns for Boonthamurra People. Boonthamurra People are not expected to travel more than 700 kilometres or 8 hours on any given day.