

POLICY

GROUP MEETINGS - TRAVEL

Adopted Board Meeting 7th April 2016

Introduction

This policy covers all IBN Meetings.

Guidelines - General

1. Travel allowance based on current Australian Taxation Office rates (2016: 65c/km) within the Pilbara Boundary (Roebuck Plains, Kumarina and Barradale) is payable to Eligible Persons. An additional \$100 per vehicle will be paid for vehicles from Carnarvon, Meekathara or Kununurra and a further \$100 for vehicles from Geraldton, Perth or Darwin. For beneficiaries living interstate, they will be paid within the Pilbara Boundaries.
2. Hire vehicles are not available to Members to attend Group meetings.
3. Alternatively, reimbursement of airfares is payable upon presentation of proof of payment. Beneficiaries will be reimbursed the value of the ticket or the amount of mileage payable for travelers by vehicle, whichever is the lesser amount.
4. Accommodation:
Camping allowance of \$250/night for each Registered Member who needs to travel further than two hours, based on their registered address, to attend a Meeting will be paid as follows:
 - i. for meetings of four hours or less, 1 nights accommodation will be paid;
 - ii. for meetings of one full day, 2 nights accommodation will be paid;
 - iii. for meetings of two full days, 3 nights accommodation will be paid;
 - iv. and so on. A full day meeting is a meeting planned for more than four hours.
5. Meal Allowance will be payable at ATO standard rates:
 - a. Breakfast, \$25.90
 - b. Lunch, \$29.15 (if lunch is provided for the meeting this is unclaimable).
 - c. Dinner, \$49.65
6. Pre-payment of travel allowances for Annual General Meetings (AGM)
A total of \$300 is to be paid to each Traditional Owner living outside of the town where the meeting is held for their attendance at a General, Special or Annual General Meeting, providing that:
 - a. \$150 will be paid within 7 days of the Member notifying the IBN Office (by phone, fax, email or letter) that the Member is attending; and,
 - b. \$150 will be paid to the Member at the meeting as part of allowances and fees paid to the Member for the cost of travel, sitting, accommodation and meals (within the terms set out at (8) below.
7. Sitting Fees
 - a. \$500 per registered Traditional Owner per day.
8. Payment Arrangements
 - a. Only a maximum of \$500 will be paid in cash at Meetings. All other payments will be credited to the Member's bank account within one week of the date of the meeting.
9. Eligibility
 - a. Travel and sitting fees payable to registered Traditional Owners for the Financial Assistance Foundation, and members of the Yinhawangka, Banyjima and Nyiyaparli Communities who have lodged a Certificate signed by a Director of IBN and an Elder of the Language group at least one week before the date of the Meeting.
 - b. Vehicle must be at the venue.
 - c. Member must hold a fuel receipt not less than two days old from the departure point
 - d. Elders and infirm members are exempt from signing the attendance register; they will be paid the sitting fees.

TAXATION

For general beneficiaries, sitting fees should be declared in tax returns.

Travel allowances (mileage and accommodation) under the 'reasonable limits' set by the ATO are a reimbursement of out of pocket expenses and are not taxable.

For office-holders (Directors) income tax should be withheld and remitted to the ATO.

