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| Policy and Procedure Guide |
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| Subject: Travel and Meal Allowance Claims for Teachers | Date Effective: September 2011 Review Date: By end of December 2012 |
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Responsible to: General Manager**Applies to:** Teaching Staff**Purposes:** 1. To identify the criteria for teacher travel and meal allowance claims and the requirements and conditions for reimbursement.**Definitions:** •**References:** • Current Teachers, Head Teachers and Senior Teachers' Collective Agreement**POLICY**

1. The employment agreement for teaching staff employed in kindergartens provides for reimbursement of:
 - a. travel expenses incurred in order to take a child to get medical care, or whilst on required Association business (clause 5.1); and
 - b. meal expenses when teachers are required to attend a meeting (clause 5.2).
2. To this end, the Association shall reimburse for travel, at 58 cents per kilometre in respect of the following::
 - Committee meetings (attendance of one Teacher per meeting at up to 12 meetings per kindergarten per year).
 - Association meetings (called by the General Manager) where Teachers are required to attend.
 - Meetings called by Senior Teachers, including Registration meetings; Head Teacher meetings; Senior Teacher Advisory Committee (STAC) meetings; Area staff meetings; First Aid Course; CYFS course.
 - Call backs e.g. cleaning up after a flood, break-in etc.
 - Home visits (A photocopy of the home visit log book is required. This shall be treated confidentially and disposed of following claim payments.)
 - Taking a child for medical treatment
 - Other cases as determined on a case by case basis by the General Manager
3. Wherever possible Teachers shall share transport.
4. When teachers are required to attend an Association meeting over a 'normal' meal time, the Association will generally provide food for those who attend.
5. When teams are required or decide to hold team meetings over a 'normal' meal time, the Head Teacher may organise for food to be provided, the cost of which will come out of the kindergarten's operating allocation.

PROCEDURES

1. Travel reimbursement claims should be submitted to the Association on the “Travel Expense Claim form”, at the end of each quarter.
2. Claims for reimbursement of meal expenses, if required, should be submitted with an attached receipt on the “Reimbursement of Expenses form”.